



HOW TO PAY YOUR ANNUAL TAXES

The Tax Year is January 1 to December 31



**IF YOU PAY ANNUALLY,
TAXES ARE DUE JULY 31.**



TAX PAYMENT OPTIONS:

- **Telephone & internet banking:** Please ensure the payee is Chestermere Taxes. Your account number is your Roll Number. Allow sufficient time for payment to reach our office (five business days).
- **In Person at a bank:** Please use the ROLL NUMBER as your account number. Allow sufficient time for payment to reach our office (five business days).
- **Pay by credit card:** Payments are accepted via our third-party company - **PLASTIQ**. Visit plastiq.com and sign up for a free account using your ROLL NUMBER. (applicable company fees apply) **Allow five business days for processing.**
- **Cheque:** Cheques can be made payable to the CITY OF CHESTERMERE. If paying via mail: City Hall, 105 Marina Road, Chestermere, AB T1X 1V7. The postmark date on your envelope is accepted as your payment date. The City is not responsible for lost, misdirected or undelivered mail.
- **In person at City Hall:** City Hall is open from 8:30 a.m. to 4:30 p.m. Monday to Friday and will accept debit and cheques. If you cannot come during office hours, a 24-hour drop box is located on the south side of City Hall. Do not mail or deposit cash in the overnight drop box.

TAX PENALTIES & FEES (Bylaw 014-18)

- If current taxes remain unpaid after the due date of July 31, a **7%** initial penalty will be applied on August 1st. A **1.5%** penalty will be applied on the 1st of each month thereafter.
- A **1.5%** penalty will be applied monthly to any prior year (arrear) taxes owing.
- The City's NSF fee is \$30.

**IF YOU ARE ENROLLED IN THE TIPP PROGRAM,
NO ACTION IS REQUIRED.**



(S) The **Tax Installment Payment Plan (TIPP)** allows property owners to pay taxes by automatic monthly debit from their bank account. Yearly taxes will need to be paid off in December each year. There are no administration fees for TIPP subscribers. Enrollment can be done any time of the year. Contact the Tax Department to receive more information.

Already on the TIPP program? The monthly TIPP payment amount will be automatically adjusted every July 15 and January 15.

The annual tax rate is set in the spring. The July adjustment is done to ensure the balance of yearly taxes are paid by the end of the year. January's adjustment reduces variances in monthly payments year over year. **The calculations are as follows:**

JULY ADJUSTMENT:

*(Total yearly taxes - payments already made Jan to June) ÷ 6
= July to December monthly withdrawal*

JANUARY ADJUSTMENT:

*Total previous year's taxes ÷ 12
= January to June monthly withdrawal*

Total payments made from January to June plus July to December equals the Annual Taxes.

NOTES:

- All arrear taxes and penalties owing need to be paid prior to enrolling in the TIPP program.
- If you are already enrolled in the program, your Taxation Notice will show your current taxes and a credit amount that is equal to the payments made to date and then a net balance owing.
- If you would like to sign up, cancel or update your banking information, please contact the Tax Department.

IF YOUR MORTGAGE COMPANY IS LISTED ON THE FRONT OF THIS NOTICE, NO ACTION IS REQUIRED.

Mortgage companies will receive a copy of your annual taxes owing and submit payment on your behalf to the City of Chestermere by the annual due date of July 31.

NOTES ABOUT TAXES:

- **Provincial Education Taxes:** The Provincial Government sets the education tax rate. The City of Chestermere is required by legislation to collect school taxes on behalf of the Provincial Government. The education taxes go directly to the Province. The City has no jurisdiction or control over the school board budgets or operations. All property owners are required to pay into the Alberta School Foundation Fund.
- **New Construction:** If your property construction was not completed by December 31 of last year and will be completed this year, a Supplementary Tax/Assessment Notice will be sent to you in November that will reflect the full assessed value of your property.
- **Tax receipts** will be provided upon request to the Tax Department.

QUESTIONS?

Chestermere Tax Department

105 Marina Road, Chestermere, AB T1X 1V7

(403) 207-7057 | taxes@chestermere.ca | <https://thecityofchestermere.ca/residentialservices/taxes/>