

# How to Pay Your Annual Taxes

The Tax Year is January 1 to December 31.

## If you are paying annually, taxes are due by July 31st.

### Payments

- Pay by debit or cheque, at City Hall Monday to Friday from 8:30 a.m. to 4:30 p.m. Please call prior to stopping by to confirm COVID office hours.
- After hours, submit payment in the secured drop box located on the south side of the building.
- Cheques must be made payable to the City of Chestermere.
- At the bank, use your Roll Number as the account number.
- Credit Card payments are accepted via our website through a third-party company: Plastiq. Create a new account using your Roll Number and allow 3-5 business days for processing.

### Via electronic banking (phone or online):

- Ensure the payee is Chestermere Taxes.
- Create a new account using your Roll Number as the account number. Allow 2-3 days for processing.

### By mail:

- The postmark date on your envelope is accepted as your payment date.
- The City is not responsible for lost or misdirected mail.

### Tax Penalties & Fees (Bylaw 014-18)

- If current taxes remain unpaid after the due date of July 31<sup>st</sup>, a 7% initial penalty will be applied on August 1<sup>st</sup>. A 1.5% penalty will be applied on the 1<sup>st</sup> 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 \$30.00.

## If you are enrolled on the TIPP program, no action is required.

### Tax Installment Payment Plan

The Tax Installment Payment Plan (TIPP) allows property owners to pay taxes by automatic monthly debit from their bank account. There are no administration fees for TIPP subscribers. Enrollment can be done any time of the year. Contact the Tax Department to sign up or receive more information.

**The monthly TIPP payment amount will be automatically adjusted every July 15<sup>th</sup> and January 15<sup>th</sup>.**

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:

- $(\text{Total yearly taxes} - \text{payments already made Jan-June}) \div 6$   
= July to December monthly withdrawal

### January Adjustment:

- $\text{Total previous year's taxes} \div 12$   
= 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 banking information, please contact the Tax Department.

## If your mortgage company is listed on the front, no action is required.

### Mortgage Company

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<sup>st</sup>.

### 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.

### Contact the Tax Department

105 Marina Road  
Chestermere, AB, T1X 1V7  
Open Mon - Fri 8:30 a.m. to 4:30 p.m.



CHESTERMERE

Call: (403) 207-7057  
Fax: (403) 569-0512  
Email: [taxes@chestermere.ca](mailto:taxes@chestermere.ca)  
[www.chestermere.ca/taxes](http://www.chestermere.ca/taxes)