

### DUE DATE FOR TAXES


Supplementary taxes are due on or before the due date on the notice.

In accordance with the Municipal Government Act, payments will be considered paid if received at City Hall by 4:30 p.m., postmarked by Canada Post or processed by a financial institution by the due date on the notice.

If a Canada Post postmark is absent or illegible, the date received by the City of Medicine Hat will be considered the payment date. Commercial postage meter imprints will NOT be honoured.

Appeals against the assessed value do not extend the time for payment nor are penalties exempted.

### METHODS OF PAYMENT

- **In Person:** Payment may be made at Cashiers, Main Floor City Hall, between 8:30 a.m. - 4:30 p.m., Monday to Friday. Cash, cheque or Interac accepted.
- **Mail to:** City of Medicine Hat  
580 1<sup>st</sup> Street SE  
Medicine Hat AB  
T1A 8E6 
- **After Hours Drop Box:** Payments made by cheque can be deposited in the drop box at the west entrance to City Hall. Please do not leave cash in the drop box.
- **Financial Institutions/Telephone Banking:** Payments may also be made at Treasury Branches, Chartered Banks, Trust Companies, Credit Unions or using telephone/internet banking. Please ensure your **taxation account number** is registered for telephone/internet banking.
- **Post-dated Cheques:** Post-dated cheques will be accepted by the City of Medicine Hat. Cheques must be dated for the due date or earlier.
- **Mortgage Company Payments:** If your mortgage company is paying your taxes they will receive an invoice for your taxes and you will receive the original tax notice for your records. The property tax notice will show the name of your mortgage company and your mortgage number. If the mortgage company name and number do not appear on the notice and you believe it should, contact your mortgage company immediately.

Make cheques payable to the City of Medicine Hat and ensure the remittance portion of your notice accompanies your payment. Please ensure your cheque is completed accurately as the City of Medicine Hat is not responsible for errors and/or omissions.

### MONTHLY PAYMENT PROGRAMS

#### Tax Instalment Payment Plan (TIPP)

Persons making regular monthly payments under the Tax Instalment Payment Plan (TIPP) are reminded NOT to make extra payments at this time. All payments, under TIPP, will be processed using the same automatic transfer method as used for your regular monthly instalment payments.

Persons on TIPP will have their December 1, 2009 – June 1, 2010 payments adjusted to accommodate the supplementary tax amount. Please see the enclosed letter for details on the adjustment.

#### Tax Arrears Payment Plan (TAPP)

Persons with taxes in arrears wishing to make regular monthly payments under the Tax Arrears Payment Plan (TAPP) should make application to Customer Service, Main Floor, City Hall.

If you are paying your taxes under the TAPP, you may make additional, partial or full payment of the remaining taxes owing at any time.

### DEFAULTED PAYMENTS

If payments are returned by the bank, taxes are considered unpaid. A \$30.00 service charge will be levied for each dishonoured payment. Persons on a Payment Plan will have future monthly withdrawals increased to account for the dishonored payment. If more than two instalments are dishonored, participation in the payment plan may be cancelled.

### TAX PENALTIES

Tax penalty applied to unpaid current taxes:

- 0.65% - December 1, 2009

Tax penalty applied to taxes in arrears:

- 0.65% - December 1, 2009

### FOR FURTHER INFORMATION

Telephone: (403) 529-8111  
Fax: (403) 526-1239  
Email: [tax@medicinehat.ca](mailto:tax@medicinehat.ca)  
Website: [www.medicinehat.ca](http://www.medicinehat.ca)