

**Authorization Form**  
**Property Tax Payment Plan**

**Summer Village of West Cove**  
**721 Walking Road West Cove, AB T0E 0A2**  
**Phone: 587-873-5765 Fax: 780-967-0431**  
**Email: svwestcove@outlook.com**

1. ROLL NUMBER: \_\_\_\_\_
2. NAME: \_\_\_\_\_
3. CURRENT **JANUARY TO JUNE** PAYMENTS REQUIRED: \_\_\$\_\_\_\_\_
4. YEAR: \_\_\_\_\_

I/WE HEREBY AGREE to pay the current year property taxes in twelve installments and agree to the following conditions:

- All prior years taxes must be paid in full by December 31<sup>st</sup> of the previous tax year.
- Approval must be obtained from the Summer Village office prior to beginning the monthly tax payment plan.
- All payments will be processed on the 28<sup>th</sup> of each month.
- Payments from January to June shall be six (6) equal payments of one-twelfth of the prior year's levy. Payments from July to December shall be six (6) equal payments of the balance of current tax levy.
- This agreement may be cancelled at any time upon two weeks written notice by the payee.
- Should this agreement be cancelled by either the Summer Village or the payee, the balance of unpaid taxes become due and payable upon cancellation and subject to penalty in July and in January.
- In the event of a sale of the property, it is the payee's responsibility to immediately notify the taxation department at 587-873-5765 to arrange for cancellation or to transfer the plan two weeks prior to your next payment.

**NOTE CAREFULLY:**

The benefit to this program is that taxpayers have the opportunity to make twelve (12) regular monthly payments without having penalties attached to outstanding taxes from July to December. Any returned payments will result in penalties being charged as though not on the plan. ie: Full penalty of 18% will apply on taxes owing on July and January penalty dates.

Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date: \_\_\_\_\_