

How your tax bill is calculated

Each year, Town Council approves the amount of expenditure required to support Town services. From this amount, sources of revenue other than property tax, such as business tax, licence fees, user fees and provincial grants are subtracted. The balance is the amount raised by property taxes.

In order to calculate property tax, tax rates are established. The tax rates reflect the amount of taxes to be paid for every \$1 of assessed value.

The formula used to determine the municipal tax rate:

$$\text{Municipal tax rate} = \frac{\text{Total revenue required by The Town of Turner Valley from property tax}}{\text{Total assessment}}$$

The Province of Alberta also establishes a tax rate based on the revenue it requires from property tax.

The formula used to determine the provincial tax rate:

$$\text{Provincial tax rate} = \frac{\text{Total revenue required by the Province of Alberta from property}}{\text{Total assessment}}$$

Your property tax is calculated by multiplying the assessed value of your property by these tax rates.

The formula used to determine your property tax bill:

$$\text{Property tax bill} = \text{Assessment x municipal tax rate} + \text{Assessment x provincial tax rate}$$

Please note that the Town of Turner Valley bills and collects taxes for the Province of Alberta.

Tax Instalment Payment Plan (TIPP)

TIPP is a popular program that allows you to pay your property taxes in monthly instalments.

You can join TIPP at any time. Simply stop by the Turner Valley municipal office and request an application.

You can join by paying the missed monthly instalments dating back to Jan 1.

Selling a property on TIPP?

To terminate TIPP participation, you must provide written notice to The Town no less than two weeks before your next payment date to ensure your bank account is not debited for the next instalment. Fax your termination request to 403.933.5377.

Buying property already on TIPP?

The new property owner can assume TIPP payments for the property by submitting an application. TIPP payments are not refundable and may not be transferred from one property to another.

Changing banks or accounts?

If your banking information changes, please provide a new void cheque at least two weeks before the next payment date. Fax your new banking information to 403.933.5377.

Local improvements

Your tax bill may include additional charges for previously approved local improvements. Local improvements include new or replacement construction projects, such as street paving, driveway crossings, sidewalk replacement, lane paving, and curb and gutter replacement. Local improvement levies include the cost of financing, but may be paid out to The Town in any year during the amortization period to avoid further interest charges.

PROPERTY TAX INFORMATION



PAY BY JUNE 30 TO AVOID 6% PENALTY

Choices for payment

Tax Instalment Payment Plan (TIPP)

If you participate in TIPP, your taxes are paid in monthly instalments. Each year after the taxes are levied, your instalment is adjusted to reflect the current year's taxes.

Financial institutions

Payments can be made at most financial institutions. If you pay by ATM, keep your receipt as proof of the date and time of payment.

Telepayment

Be aware of your bank's policies regarding the effective date of payment.

NOTE: Paying by ATM or Telepayment

It is important to ensure the roll number you have set up on your bank bill payment menu is the same roll number that appears on your tax bill.

Mail

Send a cheque or money order. **Do not send cash.** Write your property roll number or property address on the cheque and enclose with the return portion of your bill. The envelope must be postmarked by Canada Post on or before the due date to avoid late payment penalties. The Town is not responsible for any lost payments and late payment penalties will apply.

Courier

Couriered payments are only accepted between 8 a.m. and 4:00 p.m., Monday to Friday at the Turner Valley Municipal Office, 514 Windsor Avenue, Turner Valley.

In Person

Payment can be made at the Turner Valley Municipal Office, 514 Windsor Avenue, between 8 a.m. and 4:00 p.m. Monday to Friday.

- **Debit card service is available.**
- **Credit card payments are not accepted.**

After hours

A 24-hour deposit box is located at the front door of the Turner Valley Municipal Building for your convenience. **Do not put cash in deposit box.**

Choices for payment (Continued)

Paying by Cheque

Post-dated cheques are accepted; however, to avoid penalties, cheques must be dated no later than June 30. Please ensure your cheque is signed, dated and completed accurately. The Town of Turner Valley is not responsible for errors and / or omissions.

Mortgage Company

If you pay principal, interest and taxes (PIT) to a mortgage company, the company gets an invoice for your taxes and you receive the original tax bill for your records. The name of the company being invoiced appears on your bill. If you believe you are paying PIT, but the mortgage company name does not appear on the bill, contact your mortgage company immediately. If a mortgage company is named on your bill and they are no longer responsible for your tax payment, you are responsible for paying the taxes on or before the due date to avoid penalty.

Penalties for late payments

Taxes are due June 30. Any account not paid in full as of July 1st is penalized 6% on the unpaid taxes. The penalty is not a daily interest charge but a fixed percentage. If taxes on your account remain unpaid as of October 1st a penalty of 6% of the unpaid taxes is added to your account. Any unpaid taxes and penalties accrued from previous years are charged a penalty of 12% of the outstanding balance on the first day of January until taxes are paid. Payments are applied in the following order: arrears penalties, arrears, current penalties and current taxes.

Service charges and penalties on payments returned by your bank

When paying by cheque, please ensure it is signed, dated and completed accurately. The Town of Turner Valley is not responsible for errors and/or omissions. Penalties are added to your account if a returned cheque results in taxes not being paid by the due date. If your bank does not honour your cheque or TIPP instalment, a service charge of \$25 (subject to change) is added to your account.

Important reminders

- If you are a current participant in the Tax Instalment Payment Plan (TIPP), no additional payment is required at this time.
- If you are making your payment by telephone or internet banking, it is important to ensure the roll number you have set up on your bank bill payment menu is the same roll number that appears on your tax bill.
- Your property tax bill covers the period January 1 to December 31.

If you are mailing your payment:

- Allow ample time for your payment to be postmarked by Canada Post before the due date.
- Enclose the stub portion of your bill with your cheque.
- Record your tax roll number or property address on your cheque.
- Ensure your cheque is signed and completed accurately, as The Town of Turner Valley is not responsible for errors and/or omissions.

How to contact us

If you still have questions after reading this brochure, please contact one of our helpful staff members using any of the following methods:

EMAIL:

taxes@turnervalley.ca

PHONE:

403.933.4944

VISIT:

514 Windsor Avenue NW, Turner Valley

Our hours for walk-in service are:

8 a.m. – 4: p.m. Monday through Friday

Our staff will be pleased to assist you.