

# Business Tax Instalment Payment Plan (BTIPP) Agreement - Pre-Authorized Debit (PAD)

## TERMS AND CONDITIONS

BTIPP is a monthly instalment payment plan, pursuant to Section 340 of the Municipal Government Act and annual The City of Calgary Business Tax Bylaw, by which taxpayers may make consecutive monthly payments for business tax by automatic bank withdrawal.

By returning this completed agreement, signed by the authorized signing officer(s) and accompanied by a "Void" cheque or Pre-Authorized Debit (PAD) form from my/our financial institution, I/we agree that:

- I/we the applicant(s) authorize the referenced bank to debit my/our specified chequing account the 1st day of every month for the monthly business tax instalment, payable to The City of Calgary, as payment in part of tax due on the business named on the reverse side.
- Instalment amounts will be adjusted effective March 1 each year to reflect the annual business tax levy billed in Feb. I/we will be notified by the annual business tax bill of the current year's tax amount, the total amount of instalments paid to date, and the revised instalment amount.
- Instalment amounts may be adjusted throughout the tax year to reflect changes to my business tax account balance. I/we will be notified no less than 30 days prior to any increase to the instalment amount.
- If The City of Calgary receives a signed copy of this agreement by the 22nd of the month, withdrawals from my/our bank account will commence on the 1st day of the following month without further notice. If The City of Calgary receives a signed copy of this agreement after the 22nd of the month, withdrawals will commence on the 1st day of the second month following receipt without further notice.
- It is my/our responsibility to advise The City of Calgary of any change to my/our bank account information, either in writing or by online request, **not later than the 22nd of the month prior to the next scheduled withdrawal**. Bank account information change requests received after the 22nd of the month will be processed after the upcoming withdrawal. If submitting my/our bank information change notice after the 22nd of the month results in my/our instalment to be returned by my bank, any resulting service charges will apply.
- Any instalment payment not honoured by my/our bank may be subject to service charges, which will be added to the business tax roll and deemed taxes.
- The City of Calgary has the right to cancel participation in BTIPP if any payments are not honoured by my/our bank and/or any required initial payment is not received.
- I/we may cancel my/our participation in the plan by submitting a written or online cancellation request to The City of Calgary **not later than the 22nd of the month** to ensure the next month's scheduled instalment is not withdrawn from my/our bank account. Cancellation requests received after the 22nd of the month will be processed after the upcoming withdrawal.
- Cancellation of this plan, by either the participants or The City of Calgary, will result in all unpaid tax becoming due and subject to penalties.
- BTIPP automatically continues from year to year.

**The City of Calgary**  
**Assessment & Tax**  
**PO Box 2405 Stn M**  
**Calgary AB T2P 3L9 Canada**

**For more information or to submit your BTIPP agreement visit: [calgary.ca/BTIPP](http://calgary.ca/BTIPP)**

I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca). I/we may obtain a sample cancellation form, or more information on my/our right to cancel a PAD agreement at my/our financial institution or by visiting [www.cdnpay.ca](http://www.cdnpay.ca)

### PRIVACY NOTIFICATION

Personal information collected is authorized under sections 4(a) and (c) of the Protection of Privacy Act and section 340(2) of the Municipal Government Act, for the purposes of administering the Business Tax Instalment Payment Plan (BTIPP) and managing the accounts receivable of The City of Calgary. It may be used in an automated system to generate content or make decisions, recommendations, or predictions. Should you have questions regarding the collection and use of your personal information, please contact Assessment & Tax Information Management at [ATIM@calgary.ca](mailto:ATIM@calgary.ca), or by mail to The City of Calgary, Assessment & Tax (#8002), PO Box 2100, Station M, Calgary, AB, T2P 2M5.