

## TAX INSTALLMENT PAYMENT PLAN SERVICE BANKING INFORMATION CHANGES

To: City of Regina, Property Taxation

Re: Tax Installment Payment Plan Service (TIPPS) Program

Bank changes received 10 calendar days before the end of the month will be processed for the upcoming month.

Bank changes received later than 10 calendar days before the end of the month will cancel the plan under the old bank information before the next withdrawal and restart the plan from the new bank account following the upcoming month. **The first withdrawal from the new bank account will include any missed payments with the regular monthly amount.**

For example, if a Bank Information Change form is received in our office May 26, our system will cancel the plan as of May 26 so there is not a withdrawal from the old bank account in June. It will also create a new plan to start in July. The first withdrawal from the updated bank account will include the missed June payment.

Property Address: \_\_\_\_\_

Account ID: \_\_\_\_\_

Attached: \_\_\_\_\_ Void cheque Or \_\_\_\_\_ Bank verification form

Name (please print): \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Daytime Tel: \_\_\_\_\_

Written confirmation will be sent to the mailing address provided above application to advise when the change has been processed, the effective month for the change, the first withdrawal date and amount from the new banking account and the future monthly payment schedule.