

# INSTRUCTIONS TO TAXPAYERS

## Penalties

Current penalties (current year's taxes unpaid by June 30<sup>th</sup>) are 1.0% compounded monthly. **All accounts outstanding (prior years taxes unpaid) on January 1<sup>st</sup> are considered to be in arrears and are subject to arrears penalties.** Arrears penalties are 1.1% compounded monthly. If paying after the due date, please confirm the amount owing by phoning the City of Moose Jaw Inquiries line at (306) 694-4410. Payments will be applied first to arrears, then to current taxes, then to supplemental taxes. Supplemental taxes are not subject to penalty if they are paid in full by December 31 of the current tax year.

## Address

Notify the City of Moose Jaw Finance Department in writing of any change made to your mailing address. **Only registered or assessed owners are authorized to alter our mailing address records.**

## Service

If you would like more information about the services you receive for your tax dollars, please contact the City of Moose Jaw Inquiries line at (306) 694-4410; the Prairie South School Division at (306) 694-1200; the Holy Trinity Catholic School Board at (306) 694-5333. You can also visit the City of Moose Jaw website at [www.moosejaw.ca](http://www.moosejaw.ca)

## Tax Installment Payment Plan

The T.I.P.S. program allows you to pay your taxes in equalized monthly installments by direct debit to your bank account. Once enrolled, you agree to have the City of Moose Jaw debit your account in order to have taxes fully paid by the end of the year. Penalties and discounts do not apply if your account is in good standing. You may enroll in any month of the year provided that any arrears as well as a prorated portion of your **current year's** taxes have been paid.

**Example:** For an October enrollment, all arrears, penalties and 10/12 of your current taxes must be paid.

If an installment is missed as a result of insufficient funds in your account, a re-presentment approximately one week later will occur. If after the re-presentment the installment is still NSF, you may be withdrawn from the program and normal penalties and surcharges will apply. To cancel, please provide two weeks written advance notice from your next withdrawal date.

To apply, **please call and request an application form or see the City of Moose Jaw Website** [www.moosejaw.ca](http://www.moosejaw.ca) **for the application form** and return it to City Hall along with a void cheque and any required payments at least two weeks prior to your desired commencement date. For more information, please contact the City of Moose Jaw Inquiries line at (306) 694-4410.

## Discount

Effective January 1, 2013 the Education portion of your property taxes is no longer eligible to receive a discount due to changes to The Cities Act, s. 242. **Payments received during the discount period from January 1 to March 31 will receive a discount on the Municipal portion of property tax only.**

Payments will continue to be apportioned among taxing authorities (Municipal and Education in Moose Jaw) as per The Cities Act, s. 243(1)(b) which means in order to receive the maximum municipal discount, taxes must be paid in full and must be received during the discount period. For more information on The Cities Act, please visit [www.gov.sk.ca](http://www.gov.sk.ca)

EXAMPLE: \$200 Tax Payment (this is a partial tax payment) made during discount period on \$600 Residential Property Tax Prepayment Notice:  
Municipal Tax Portion: \$382.80 and Education Tax Portion \$217.20  
Discount Received on Payment: The prorated portion of the payment that goes to municipal taxes is \$127.60 the discount received by the property owner will be \$1.28

## How to Pay

### IN PERSON AT CITY HALL:

Cashier's Wicket  
City Hall  
228 Main St. N.  
8:15 a.m. – 5:00 p.m.  
Monday through Friday  
Cash, Cheque or Debit

### IN PERSON AT YOUR BANK:

Tax Notices can be paid at your bank's Customer Service wicket, allowing you to pay it along with with many of your other bills at one convenient location

### DROP BOX:

Main St Entrance  
City Hall Building  
228 Main St. N.  
24 Hours per day  
(Cheques Only)

### BY MAIL:

Mail your payment and payment stub to:  
City of Moose Jaw  
228 Main St. N.  
S6H 3J8

### ONLINE/TELEPHONE BANKING:

Using your Tax Account Number you can pay through your online or telephone banking at your convenience

### CREDIT CARD PAYMENT:

Tax Notices can be paid by Credit Card through a third party service provider PlastiQ Inc. **THIS SERVICE IS AVAILABLE ON LINE ONLY.** See the link on the City of Moose Jaw Website: [www.moosejaw.ca](http://www.moosejaw.ca) on the Tax information page.

**NOTE:** Payments will be credited in the month received. Please make cheques payable to the City of Moose Jaw. An administration fee will be charged for all NSF cheques returned by a bank.