

Frequently Asked Questions: Property Taxes

How do I read my residential property tax notice?

Click [here](#) to understand your residential property tax notice.

When are my taxes due?

Current taxes are normally due June 30th. An exemption to the rule would be in a revaluation year (e.g. in 2017, property taxes were due without penalty on August 31st).

How often is my property assessment adjusted?

Provincial legislation states all properties must be revalued every four years. The last revaluation year in North Battleford was 2017. Any additional adjustment would be due to a change in the size of the land or change to the improvements (for example: demolition of a garage, addition of a deck, finished basement, etc). The next revaluation is to be done in 2021.

What do I owe?

If you have made partial payments to your tax notice, contact City Hall to get your outstanding balance. If you have not made any payments to your tax notice and you have a copy of your Notice, click [here](#) to understand your tax notice.

Do I have to pay school levy if I do not have any dependent children?

Yes, it is a civil obligation to contribute to schools. Owners may choose which school division they wish to support.

How do I pay my property tax notice?

The following options are available to pay your tax notice:

- Pay your tax through your bank account.
- Pay by mail – Make cheques payable to the City of North Battleford. Ensure your cheque is not post-dated and we receive it on time to avoid penalties. Send it to: City of North Battleford, P.O. Box 460, North Battleford, Saskatchewan, S9A 2Y6.
- Pay at City Hall cashier during normal business hours, Monday to Friday.
- Pay at City Hall after hours by dropping your cheque off in an envelope at the box located by the employee entrance (by the flags). Note that these payments will be processed the next business day. Please note that post-dated cheques will only be processed based on the cheque date and if the notice is overdue, penalty will be added to your account.
- Pay the same amount every month. Sign up for Tax Instalment Payment Plan Service (TIPPS) at the City Hall office.

To accurately process your payment; please ensure you record your account number on your cheque. The account number is found on your tax notice.

What is TIPPS?

TIPPS is a payment plan which provides an opportunity for taxpayers to make monthly payments for property taxes over the calendar year rather than a single annual payment. Payments are made by a direct debit from your bank account. Once you sign up, the payment is withdrawn automatically and will continue indefinitely unless you withdraw from the TIPPS program. You will not need to apply every year.

What are the benefits of using TIPPS?

Many people find it difficult to make a single large tax payment. Monthly instalments break this into 12 convenient, smaller payments with no additional charges.

Can I use TIPPS?

You can join the TIPPS program at any time of the year. If you start TIPPS effective January 1, your outstanding taxes for the previous year must be paid in full. If you start at any other time of the year, the pro-rated portion of the current year taxes must be paid. For example, if you join on July 1, 50% of your current year taxes must be paid before you can start TIPPS. You must have an account at a financial institution.

How does TIPPS work?

Payments are made monthly. The monthly payment amount is calculated by dividing your tax levy by the number of months in a year. Initially instalments will be based on an estimate of your tax levy. Once the City sets the mill rate, payment amounts will be adjusted based on the current tax levy. Please check your tax notices for a letter insert if there are any changes to your pre-authorized payment amount. The withdrawals will take place on the 10th of each month, if the 10th falls on a weekend, it will be on the following business day. You must give written authorization together with bank account information before withdrawals will begin.

The City of North Battleford does not charge an administration fee for this service.

How do I apply for TIPPS?

Complete and return the authorization portion of this form along with a voided cheque from your financial institution. Please allow a minimum of 3 weeks prior to first payment.

For TIPPS service on multiple properties, submit one application listing all properties affected.

Is there any penalty or interest charges with a TIPPS account?

No discount, penalties or interest charges are levied on a TIPPS account in good standing. If you withdraw from TIPPS or are terminated for NSF reasons, all balances become due and payable and are subject to prevailing interest penalties.

How can I cancel my TIPPS account?

You may withdraw from the program by giving written notice at least 2 weeks before the next payment is due.

Is there a cost to get a legal description?

There is no cost to get a legal description for any property. Contact City Hall if you require a legal description.

Contact:

If you have any questions, please feel free to contact City Hall:

Reception: 306-445-1700

Tax Clerk: 306-445-1706