



The City of Edmonton offers a property tax monthly payment plan that enables you to pay your taxes monthly, instead of in one annual payment.

After you enrol in this plan, your monthly property tax amount will be withdrawn directly from your bank account on the first business day of each month. By paying property taxes through this plan, you can be certain they are paid in full every year.

## HOW DOES IT WORK?

For the first six months of the year, your monthly instalment is based on 1/12 of the previous year's tax amount. Then, the City adjusts the instalment amount for the last six months of the year based on the new annual tax amount. This change in withdrawal amount is indicated on the property tax notice you receive in May.

## WHEN SHOULD I JOIN? AND WHAT IS THE COST OF JOINING?

We recommend you join by mid-November for the upcoming tax year.

If you join any time during a tax year (January 1– December 31), you will have to make up any “missed payments.” For example, if you decide to start automatic bank withdrawal on May 1, you need to make up the payments for January, February, March and April and pay a one-time administration fee.

## HOW DO I START PAYING MY PROPERTY TAXES MONTHLY?

The amount of property taxes each property owner in Edmonton pays is unique to that property. Therefore, the process of joining this plan requires the City issue an enrolment application that reflects the current state of your property tax account.

**Step 1:** Request a Property Tax Monthly Payment Plan application package.

- Online at [edmonton.ca/taxes](http://edmonton.ca/taxes)
- By emailing [taxes@edmonton.ca](mailto:taxes@edmonton.ca)
- By calling 311 (780-442-5311, if outside of Edmonton)

**Step 2:** Complete the application form.

**Step 3:** Return your signed application form to the City.

- Include a VOID cheque or your financial institution's banking pre-authorization form.
- Submit the initial payment, if necessary.

### Enrolment and monthly payment timeline

#### JUN

Property taxes paid in full (\$3,000)

#### NOV

Property owner submits request for enrolment for the upcoming tax year

#### JAN

Monthly withdrawal begins



The City bases your monthly withdrawal amount on last year's property taxes.

**EXAMPLE**  $\rightarrow$   $\frac{\$3,000}{12} = \$250$   
**Total paid in January-June:**  
 $\$250 \times 6 = \$1,500$

The City adjusts your monthly withdrawal amount in July to ensure your current year's property taxes are paid in full by the end of the year.

**EXAMPLE**  $\rightarrow$   $\$3,100 - \$1,500 = \$1,600$   
**Paid monthly in July-December:**  
 $\frac{\$1,600}{6} = \$267$