



Box 370
Carstairs, AB T0M 0N0
Phone: 403.337.3341
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www.carstairs.ca

E-Notice Taxation Service Agreement

Please Print Clearly

Property Owner(s):

Roll Number:

Property Address:

Mailing Address:

Phone Number:

Email address:

Terms & Conditions – Important: Please Read

Please read the following terms and conditions carefully, as they contain important information that should be known before subscribing to the E-Notice service.

1. A tax assessment or tax notice will be provided to you as a PDF attachment via the personal email address supplied.
2. It is your responsibility to provide the correct email address and to inform the Town of Carstairs of any changes to my email address. To ensure you receive your taxation e-notices from the Town of Carstairs, please add the email address finance@carstairs.ca to your safe senders list. **Non-receipt is not justification for late payment and penalties will apply.**
3. Printed copies of your E-Notice can be used to pay at the Town Office, financial institutions, online, telephone banking, or by mailing a cheque or draft.
4. When you agree to the Terms and Conditions of this service, you will no longer receive a paper tax assessment or tax notice from the Town of Carstairs.
5. You are responsible to pay your tax bill in full and on time. Failure to receive or loss of the tax notice will not be accepted as reasons for either non-payment or for exemption of late penalties.

Payment Options:

- Pre-Authorized payment (TIPP) is available for payment of your taxes. Forms are available on our website at www.carstairs.ca or at the Town Office. Please note a VOID cheque is required with a pre-authorized payment (TIPP) form. Please contact the administration office for further information regarding the TIPP program if you are signing up any time other than January.
- Payments can be made at the Town Office by cash, cheque, money order, bank draft or, interac.
- Cheques and bank drafts can be mailed to the Town Office with the bottom portion of your tax notice.
- Please do not send cash. A drop box is conveniently located along the west side of the Town Office.
- Payments can be made by telephone/internet banking or PaySimply. **Please use your correct tax account number.**
- Payments returned to the Town of Carstairs as insufficient funds are subject to additional fees.

I, the undersigned, have read and agree to the present terms and conditions as listed above.

Signature: _____

Date: _____