

Schedule "B"

Tax Installment Payment Plan Information Sheet

What is TIPP?

TIPP is a service provided to the property owner by the municipality allowing property owners to make monthly payments on their tax bill. Taxes are due on August 31 of each year, however under the Tax Installment Payment Plan monthly payments are made from January through December. As long as property owners are current on their taxes, penalties will be waived under this program.

How does TIPP Work?

TIPP payments are automatically withdrawn from your bank account on the 1st, 15th, or 30th day of every month, however the actual withdrawal date may vary slightly depending on your financial institution. The payment is derived by taking last year's tax levy and dividing it by twelve. Once taxes are levied for the current year, Administration recalculates your payments by taking the current levy minus the payments that have been made divided by the payments remaining. If payments are going to change, the property owner will receive notification via regular mail informing them of any changes that are going to occur.

Are there fees to use TIPP?

The City of Melville does not charge service fees for the TIPP program; however your bank service charges will apply. There will be an NSF charge for any payment that is returned.

Returned payments

If two TIPP payments are returned by your financial institution the City of Melville can remove you from the TIPP program without notice. If TIPP is cancelled for any reason all unpaid taxes are due on August 31 and are subject to penalties if received after that date.

Cancellation or changes

You must provide a minimum of two weeks written notice for any changes to your TIPP payment or when cancelling your TIPP payment.

How do I apply for TIPP

There is an application form that must be completed. The form is available on our website and at City Hall. Once the application is completed, return the form to Administration at City Hall.

Do I qualify for the TIPP program

You qualify for the TIPP program if your taxes are paid up to the date of the application and your property taxes are not being paid by your mortgage company. If you meet these two criteria then you qualify for the TIPP program without penalties.

What if I Sell My Property?

If a property is sold it is the responsibility of the property owner to advise the City of Melville that the property has been sold and to stop automatic payments to that property. If this property owner purchases another property within the City of Melville they will have to fill out a new TIPP form for the new property.