

A convenient way to pay your property taxes

# **Payroll Deduction Consent Form - Property Taxes**

Department of Finance, Government of Nunavut 2nd floor Parnaivik Building, 924 Mivvik Street P.O. Box 2260, Iqaluit, Nunavut, XOA 0H0 **)** +1 (800) 316-3324 = +1 (867) 975-5845 propertytax@gov.nu.ca

OFFICE USE ONLY									
			Processo	ed hv.	Notes:				
Date to Taxation	Date to Payroll		FIOCESSE	Processed by:		Notes.			
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EMPLOYEE INFORMATION									
Last Name*				Given Name(s)*			Employee Number*		
				]			'		
GN Email*				Work Phone*			PO Box* Postal Code*		
PROPERTY INFORMATION							•		•
Does the employee above	If not, who is the	Owner Last Name			Owner Given Name(s)				
own the property?	operty? NO O								
Municipality	-	House Number			Apartment or Unit				
Property Roll					Lot		Block	Plan	
TAXES OWING									
Review the 'Notice of Taxes	Current taxes	Arrears	s Penalty Interest		nterest	Total Due			
you owe, or contact us.				i		ı			
			+	+		+		=	
PAYMENT OPTIONS	rs Chask th	aa hay bal	ow that works bost	for you Doductions	will start on o	r aftar tha auth	orized start date o	f.	
You can pay in different way	ys. Check ti	ie box bei	OW that works best	ioi you. Deductions	WIII Start Off O	i aitei tile autii	orizeu start uate o		
	مد مانا ام		tavas in ana luu					Nove	mber 21, 2014
I would like to pay my taxes in one lump sum.  I authorize the Government of Nunavut to deduct from my earnings an amount equal to the <b>Total Due</b> (above).									
rautioi	ize the dov	CHITTETT	or realitable to accur	ce iroin my curimgs	an amount eq	uui to tiic <b>iotui</b>	Duc (above).		
Lwoul	d like to	nav mv	taves in install	ments			1		
I would like to pay my taxes in installments.  I authorize the Government of Nunavut to deduct up to  from my earnings on a bi-weekly basis,									ekly basis.
and to continue these deductions until I have paid my property taxes in full. I understand the GN will apply payments first to									
tax arrears owed on the property, and that the owner is still responsible for ensuring current taxes are paid by the due date.									
I would like to talk to someone about my options.									
				the different ways I	can pay my pro	operty taxes.			
DECLARATION									
Please read carefully before	e signing. I	am volun	tarily authorizing the	e deduction(s) specif	ied above to p	ay taxes owed	on the identified p	roperty. If I	decide to withdraw
consent, I will inform the De	•			, .					
employees only, and that it does not change the property owner's responsibilities or duties under the <i>Property Assessment and Taxation Act</i> or elsewhere. In particular, I understand the legislated due date for current taxes remains in effect even if I choose to pay by installment, and that the property owner continues to be									
•	•								
responsible for paying current taxes by this date. By submitting this form, I understand that GN officials will use the information it contains to administer Nunavut's taxation system. I understand this consent and any payment made pursuant to it may be reviewed and audited. I understand that if I choose to complete, sign and									
submit this application elect				•					

Date Signature of Employee

## **GN Employees: Pay property taxes through your payroll**

#### **ABOUT**

The Government of Nuanvut collects property taxes for all properties outside the City of Iqaluit. The GN uses tax revenues to support a wide range of public services across the territory, including those delivered directly in Hamlets. The GN is now offering its employees a convenient way to pay their taxes using payroll deductions. By signing up for this voluntary service, you are asking the GN (through the Department of Finance) to take money from one or more of your pay cheques and use it to pay the taxes on a specific property.

#### **INSTRUCTIONS**

Use this form to authorize the Department of Finance to deduct money from your paycheque to pay your property taxes. Complete this form electronically, or using a dark pen. Please print clearly. Incomplete forms will cause delays.

You can find information about your property (e.g. roll number or lot, block and plan numbers) and what you owe on your most recent Notice of Taxes Payable.

The GN will aim to begin bi-weekly deductions, or make the single lump-sum deduction, on or after the authorized start date. Actual timing of deductions will depend on when the employee submits this form in the payment cycle.

When complete, sign and submit this form to the Department of Finance's Taxation and Insurance section:

By email: propertytax@gov.nu.ca

By fax: (867) 975-5845

By mail: Department of Finance, Government of Nunavut

2nd floor Parnaivik Building, 924 Mivvik Street P.O. Box 2260, Iqaluit, Nunavut, XOA 0H0

Forms signed and submitted electronically will be treated as if they had been signed and submitted through other means.

### **Frequently Asked Questions**

## Can I use payroll deductions to pay taxes on my property in Iqaluit?

No. Payroll deductions are not available for properties in Iqaluit, which manages its own tax system. Please contact the City directly.

#### Am I able to pay taxes on a property I do not own?

Yes. You can pay taxes on whichever property you choose (if you wanted to help out a family member, for example).

### Do I receive any benefits if I pay through payroll deductions?

No. Payroll deductions do not change the amount owing, the due date, or any other responsibility of the taxpayer. Payroll deductions are simply another way to pay. In particular, choosing to pay by installment does not extend the tax deadline. You still need to make sure you pay your taxes in full by the legislated due date to avoid consequences for late payment.

## What is a Notice of Taxes Payable, and where do I find mine?

Each year, the GN prepares a tax notice (called the "Notice of Taxes Payable") for each taxable property outside Iqaluit, and sends it to the address we have on file. You should receive this Notice by mid October. Contact the Department of Finance by emailing propertytax@gov.nu.ca or by calling 1-800-316-3324 if you do not receive a Notice.

### How are taxes calculated?

Property taxes are based on the assessed value of the property. The Department of Community and Government Services is responsible for these assessments. If you have questions, please contact the GN Planning and Lands Office at (867) 982-7660.

#### How else can I pay my property taxes?

You can pay your taxes in a few ways. For example: you can send a cheque or money order made out to the Government of Nunavut; you can pay by credit card over the phone; or you can call to arrange an individualized payment plan based on what works best for your situation.