

ASSESSMENT GUIDELINE

Listed below is a guideline if Ratepayers have questions or concerns in regards to their assessment ONLY:

1. Contact the Town's Assessor, Carol Megaw at 1-800-633-9012.
2. If after your discussions with the assessor you still believe that your assessment is incorrect, a complaint may be filed:
 - a. An Assessment Review Board Complaint Form needs to be completed in its entirety. The form is also located on Town of Bassano website at www.bassano.ca or the form can be obtained from the Municipal Affairs website at: www.municipalaffairs.gov.ab.ca/documents/as/LGS1402.pdf
 - b. Attach the appropriate complaint fee:

i.	Residential Properties (three dwelling units or fewer)	\$50 per Roll Number
ii.	Residential Properties (more than three dwellings)	\$50 per Roll Number
iii.	Non Residential Properties	\$50 per Roll Number
iv.	Farmland	\$50 per Roll Number
 - c. Submit the Complaint Form along with the appropriate complaint fee to:
Tax Clerk, Town of Bassano
P.O. Box 299, Bassano, Alberta, T0J 0B0
 - d. The completed Complaint Form must be received by the tax clerk no later than 60 days after the date of mailing of the Property Assessment & Tax Notice.
 - e. If the complaint is successful, the adjustment will be applied to the corresponding tax roll and the complaint fee will be refunded.
3. For Linear Assessment Complaints, they must be submitted to the Municipal Government Board within the time period shown on the linear assessment notices which are sent out by the Assessor designated by the Minister.

Making a complaint does not relieve any person or business from the obligation to pay any taxes owing on any property or business or any penalties imposed for late payment of taxes.

To avoid penalty, payment of your taxes must be received in person or postmarked by July 31, 2011. Subsequent to this date, the Town will levy a penalty of 18% on August 1, 2010. These penalties apply to current taxes only. However, should any taxes remain unpaid by December 31, 2011; an additional 18% penalty will be levied on all balances outstanding. Payments in the form of cash, Debit, VISA, Mastercard or cheque may be made in person at the Town Office (502 2nd Avenue) Monday to Friday 9:00 a.m. – 4:30 p.m., or by mail. Payments are also accepted online through the Credit Union.

***** To ensure prompt service, please include a copy of ALL the tax notices that you are paying*****

