

Bulletin # 2020-01

MUNICIPAL RELATIONS

Important Notice to all Chief Administrative Officers

2020 TAX STATEMENT REQUESTS

As with previous years, the department is working to process municipalities' requests for tax information to support the 2020 tax process efficiently and effectively.

Municipalities are reminded to finalize and submit their approved special service and local improvement by-laws well in advance of their Financial Plan public hearing. Financial plans should also be submitted as soon as possible once education requisitions are available on March 15, 2020, particularly for those municipalities with early tax due dates or discounts for early payments.

Municipalities should ensure that all necessary documentation is submitted on the Manitoba Municipalities Online (MMO) website in a timely fashion. **Municipalities should take particular care to reconcile the tax information on MMO to their Calculation of Tax Levies (page 8) of the Financial Plan. To ensure accuracy of the annual tax levy, an important tool is the "Property Tax Mill Rates" worksheet. This worksheet is located on MMO under "Prepare Tax Statements" and is beneficial for:**

- **Providing all current taxable assessment figures**
- **Identifying all special service and local improvement by-laws**
- **Enabling a quick calculation of the total tax revenue**

Any inaccuracies or omissions may result in significant delays to the processing of the municipality's tax statements. **For your convenience, a Financial Plan Checklist is attached.**

Should you require assistance or additional information, please contact a Municipal Services Officer:

Ben Lyle	204-945-8514
Delores Macksymchuk	204-726-6239
Wendy Wolfe	204-726-6571

For general inquiries, please call 204-945-2572 or email mrmca@gov.mb.ca.

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