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 Building *Nunavut* Together  
 Nunavutliuqatigiingniq  
 Bâtir le *Nunavut* ensemble

Department of Finance, Government of Nunavut  
 2nd floor Parnaivik Building, 924 Mivvik Street  
 P.O. Box 2260, Iqaluit, Nunavut, X0A 0H0  
 ☎ +1 (800) 316-3324 📠 +1 (867) 975-5845  
 propertytax@gov.nu.ca

A convenient way to pay your property taxes

## Payroll Deduction Consent Form - Property Taxes

### OFFICE USE ONLY

Date to Taxation	Date to Payroll	Processed by:	Notes:

### EMPLOYEE INFORMATION

Last Name*	Given Name(s)*	Employee Number*	
GN Email*	Work Phone*	PO Box*	Postal Code*

### PROPERTY INFORMATION

Does the employee above own the property?	YES NO	If not, who is the legal owner?	Owner Last Name	Owner Given Name(s)		
Municipality	House Number	Apartment or Unit	Property Roll	Lot	Block	Plan

### TAXES OWING

Review the 'Notice of Taxes Payable' to see what you owe, or contact us.	Current taxes	Arrears	Penalty Interest	Total Due
	+	+	+	=

### PAYMENT OPTIONS

You can pay in different ways. Check the box below that works best for you. Deductions will start on or after the authorized start date of:

**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 **Total Due** (above).

\_\_\_\_\_  
 (mm/dd/yyyy)

**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, 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.**

Please have a taxation officer contact me about the different ways I can pay my property taxes.

### DECLARATION

**Please read carefully before signing.** I am voluntarily authorizing the deduction(s) specified above to pay taxes owed on the identified property. If I decide to withdraw consent, I will inform the Department of Finance's Taxation Section directly in writing. I understand the GN is offering this payment method as a convenience for its employees only, and that it does not change the property owner's responsibilities or duties under the *Property Assessment and Taxation Act* 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 electronically, it will be treated in the same manner as if I had signed and submitted it through other means.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Employee

# GN Employees: Pay property taxes through your payroll

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## ABOUT

The Government of Nunavut 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](mailto: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, X0A 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](mailto: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.