

CITY OF DRYDEN

TAX DEPARTMENT

PRE-AUTHORIZED PAYMENT PLAN "PAP"

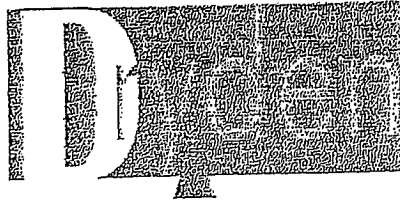
The City of Dryden is pleased to offer a Pre-Authorized Payment Plan to our Tax Payers.

Details of the plan are as follows:

1. The tax account must be paid in full in order to sign up for the plan.
2. The taxes are estimated in the first couple of weeks of January and a letter is sent to notify the customer of his/her new pre-authorized amount. (The estimated amount will be divided into 11 equal monthly payments Jan to Nov.. The final payment in December will be the actual balance outstanding on the account. The plan will run automatically over to the next year unless notice of termination is given.
3. The plan has two options: monthly or installment
4. A Supplementary Bill issued must be paid independent of the plan.
5. The applicable NSF fee will be charged for any rejections from the bank – usually "Non Sufficient Funds"
6. The NSF policy for returned cheques will apply to Pre-Authorized Payment rejection notices received from the bank. (3 NSF items within a 12 month period will result in automatic removal from the plan)
6. It is the responsibility of the taxpayer to notify the Tax Department of any changes in financial institutions or bank account number within 5 days before last day of month.
7. Written notice from the taxpayer is required to terminate participation in the plan.
8. If the account requires two signatures in order to withdraw funds, two signatures will be required to initiate the pre-authorized payment plan.
9. The customer will still receive tax bills. Please do not pay if you see a PAP on your payment slip.
10. **Payments will be processed on or before the last day of the month. Therefore the balance will come out on the last "working day" of the month. This will also apply to those on the installment plan.**

If you require any further information – please contact me 807-223-1110

Fax: 807-223-7149 or e-mail at jburgstaler@dryden.ca



If you are interested in participating in one of the Tax Department's Pre-Authorized Payment Plans, please indicate the plan of your choice, attach a "Void" cheque, fill out the requested information, sign and return this form to the Tax department.

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Name

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Address

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Phone Number

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Date

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Roll Number

.....
Plan (Monthly or Installment)

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Signature

.....
Signature

The signing of this form confirms agreement to the terms and conditions of this plan as listed.