



FINANCE DEPARTMENT
City of Dryden
30 Van Horne Ave.
Dryden, ON
P8N 2A7
(807) 223-1112

Property Tax Pre-Authorized Payment Plan (PAP)

If you are interested in enrolling in one of the City of Dryden's Property Tax Pre-Authorized Payment Plans, please complete the required information below, sign and return this form to the Finance Office along with a 'void' cheque.

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Name **Property Address**

.....
Phone Number **Plan Type:** Monthly Installment

.....
Roll Number **Effective Date:**

.....
Bank Name **Transit #** **Branch #** **Account #**

.....
Signature **Date**

.....
Signature (if second signature is required) **Date**

The signing of this form confirms agreement to the terms and conditions of this plan as listed on page 2.

Property Tax Pre-Authorized Payment Plan (PAP)

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

Details of the plan are as follows:

1. If the tax account is in arrears at the time of signing up for PAP, penalty will continue to be applied to the account monthly until such time as the arrears is paid off.
2. The payment amount is based on the previous years taxes and then is adjusted in August once the annual tax rate is approved. You will receive a letter in August notifying you of the monthly amount for the remainder of the current year as well as the following year. The plan will continue to run automatically over to the next year unless notice of termination is received.
3. The two plan options are Monthly or Installment:

Monthly: The estimated amount will be divided into eleven (11) equal monthly payments, January to November (or divided into the number of months remaining up to November if you are enrolling in the PAP plan part way through the current year).

Installment: The billed amounts of the Interim Bill and Final Bill are withdrawn in four (4) payments in accordance with the due dates (February & March for Interim billing, and August & September for Final billing each year).

4. A Supplementary Bill must be paid independent of the plan.
5. In the event of a Non-Sufficient Funds (NSF) rejection notice from the bank, the NSF fee will be charged to the account. Should there be three (3) NSF rejection notices within a twelve (12) month period, this will result in automatic removal from the plan.
6. It is the responsibility of the taxpayer to notify the Tax Clerk of any changes to banking information (financial institution, account number, etc.) at least five (5) days before the end of the month for the change to be applied that month.
7. Written notice from the taxpayer is required to terminate participation in the plan.
8. If the account requires two (2) signatures in order to withdraw funds, two signatures will be required to initiate the pre-authorized payment plan.
9. The customer will continue to receive tax bills. Please do not pay if you see the PAP indication on your payment slip.
10. Payments will be withdrawn on the last business-day of the month.

If you require any additional information, please contact the Tax Clerk:

Phone: 807-223-1112

Email: taxes@dryden.ca

Fax: 807-223-7149