



CORPORATION
OF THE CITY OF/DE LA VILLE D'

ELLIOT LAKE

45 Chemin Hillside Drive N. Elliot Lake, ON. P5A 1X5 (705) 848-2287

PAYMENT OPTIONS

1) PRE-AUTHORIZED PAYMENT PLAN (PAP)

Plan #1 – Monthly Convenience: Your water and/or property tax payment will automatically be withdrawn from your bank account on a monthly basis. Available withdrawal options are:

- 4th or 15th of each month for your **water**;
- 5th or 15th of each month for your **property taxes**.

Plan #2 – Installment Due Date: Payments are withdrawn from your bank account on every installment due date; two (2) times per year for water installments and/or four (4) times per year for property tax installments. Please contact City Hall for accurate due dates, as installment due dates may change from year to year.

If you have a balance remaining on your water and/or on your property tax account, special arrangements must be made prior to signing up to the City's PAP plan. Please contact the water department and/or the tax department to make special payment arrangements.

Please complete and submit the City's Pre-Authorized Payment (PAP) plan form in order to sign-up to the City's PAP plan. Be sure to include an unsigned cheque marker "VOID". For joint accounts requiring more than one signature, all parties must sign the PAP form.

Where can you find a PAP form?

PAP forms are available at City Hall upon request, available via e-mail upon request, and also on our City's website. Please contact the City's water department at (705) 848-2287 ext. 2108 or the City's tax department at ext. 2109, should you require assistance in finding the form on our City's website. You may also contact these departments via e-mail at fourtreasury@city.elliottlake.on.ca.

2) ONLINE BANKING

Most financial institutions let you make a payment on pre-set dates. If you need help setting up your water or property tax payments through online banking, please contact your financial institution.

How to pay your water and property taxes online:

1. Sign in to your financial institution's online banking service for individuals.
2. Under "add a payee", search for "ELLIOT LAKE":

3. Select one of the two options below:
 - ELLIOT LAKE (CITY) – WATER/UTILITY
Use this option to make a payment on your water account.
 - ELLIOT LAKE (CITY) – TAX
Use this option to make a payment on your property tax account.
4. If you are making a payment towards your **WATER** account, please enter your 3 to 6 water/utility account number. (Example: 1234500)

If you are making a payment towards your **PROPERTY TAX** account, please enter your 19 digit property roll number, no spaces and no dashes. (Example: 5741000012123450000)

*Depending on your financial institution, you may be required to enter a 20 or 21 digit account number. If this is the case, simply **add one (1) extra zero or two (2) extra zeros at the end of your 19 digit roll number.**

3) POSTDATED CHEQUES

Please mail or drop off postdated cheques at the City Hall, located at 45 Hillside Drive N, Elliot Lake, ON P5A 1X5.

4) DEBIT/CASH/CHEQUES

You may pay via debit card, cash, or cheque at the front desk of the City Hall from Monday to Friday between the hours of 8:30AM and 4:30PM, unless otherwise posted. Please be advised that the City Hall will be closed during statutory holidays.

****Please be advised that credit cards are not accepted as a payment option for water and property tax payments.**

Please contact the City's water department at (705) 848-2287 ext. 2108 or the City's tax department at ext. 2109, should you have any further questions or concerns. You may also contact these departments via e-mail at fourtreasury@city.elliottlake.on.ca.