

# CHEYENNE COUNTY TREASURER

*Dolores Jenik*  
*Treasurer*

---

212 E. Washington \* PO Box 687 \* St. Francis, KS 67756-0687  
E-mail: CN\_DoloresJ@wan.kdor.state.ks.us

PHONE: 785-332-8810  
FAX: 785-332-8816

## Tax Prepay Program

1. Taxpayer's taxes must be current with no delinquencies. The Tax Prepay Program can not be initiated for delinquent taxes.
2. The purpose of the Tax Prepay Program is to set up monthly installment payments in advance to pay for motor vehicle renewal(s), personal property &/or real estate taxes. However, this monthly plan may not work for everyone, so a lump sum payment(s) can be made if this would work better for you (or your business). To enter into the program an Agreement form must be filled in, signed and returned to the County Treasurer's office. The name on the agreement and signature must be the same. In the event of a refund this is to whom the check will be issued.
3. Payment Options: Cash, Check or ACH (checking/savings)
4. The payment amount will be left to the discretion of the taxpayer. However a worksheet is available to assist in calculating a figure for payment. It is based on an estimate using the most current tax year or renewal calculated to the first of the month of the due date. The due dates are the dates funds will be applied to taxes or renewals. These are: December 20<sup>th</sup> and May 10<sup>th</sup> for property/real estate taxes and the last day of the month of the respective renewal period for motor vehicles.
5. The payment due date will be left to the discretion of the taxpayer. Habitually late payments forfeit the current Tax Plan and the right to such an account in the future. Payments that are made and returned for insufficient funds will be handled as per the County Treasurer's office policy for returned items.
6. Reminders will not be mailed to taxpayers using the Tax Prepay Program. A 12 month coupon book is available upon request for cash and check payments. If the account at the due date is short, the taxpayer will be notified of the shortage and asked to make up the difference.

For further information or questions, please contact the County Treasurer's office.

**DISCLAIMER: The County Treasurer reserves the right to accept or reject any individual application or to terminate any agreement(s) currently in place. The County Treasurer and Cheyenne County shall not be held responsible for monetary or punitive damages for rejecting or terminating an application.**