



## Fact Sheet: Land Lease & Contract Payment Information

This fact sheet answers general questions about payments to the Department of Natural Resources for leases and land sale contracts. The specific provisions that apply to you are in your lease or sale contract. A copy was given to you when your lease or sale contract was approved.

### How much are my payments and when are they due?

Your regular payment date and amount are specified in your lease or contract. A late fee is assessed from the original due date for any payment received more than 10 days after the due date. For specific details on late fees, contact Financial Services at (907) 269-8500 or the Public Information Center at (907) 269-8400.

### Will I receive a bill or reminder when my payment is due?

Land Sale Contracts written after January 1, 2003, with a monthly payment schedule will **NOT** receive courtesy billing notices. Land sale contracts with quarterly or annual payment schedules will be sent courtesy billing notices about 30 days before payment is due.

Leases will continue to receive courtesy billing notices.

Failure to receive a courtesy notice does not release you from the responsibility to make a timely payment.

You must keep this department advised of your current mailing address.

### How do I provide my change of address?

Mail your change of address to any PIC office. Addresses are provided on Page 2 of this Fact Sheet. All change of address notifications must be received in writing signed by the lessee or contract purchaser. The form can be found at the following address under fact sheets and forms:

<https://dnr.alaska.gov/mlw/cirr/>

### Will I receive a receipt?

No, not if you pay by mail. If you pay in person, receipts are available by request. A receipt is automatically generated for any cash payment. Customers making cash payments totaling \$10,000 or more in a 12-month period will be required to complete Internal Revenue Service Form 8300.

### May I set up an automatic payment?

The state does not sponsor automatic payments through preauthorized checks or withdrawals, but many financial institutions offer this service to their customers. Ask the financial institution where you have an account if this

service is available.

### May I make my payment by credit card?

Yes. Lease payments and Contract payments may now be paid by credit card online at <https://dnr.alaska.gov/ccpayments/> or by calling one of the Public Information Centers to process a credit card payment.

### May I make my payment online?

Yes. Lease payments and Contract payments may be made online at <https://dnr.alaska.gov/ccpayments/>

To make a payment online using a credit card or a bank account number, you will need both your Alaska Division of Lands (ADL) number and your customer ID number.

It is your responsibility to ensure that your payment was received by verifying the debit to your credit card or the withdrawal from your bank account of the payment amount.

### How is my payment applied towards my lease or contract?

Lease payments apply first toward any late fees or service charges and the remainder towards rental. Contract payments apply first towards any late fees, then towards interest owed, and any remainder reduces the principal balance.

### May I make additional payments on my contract?

Yes. Additional payments can result in less interest being paid over the life of the agreement. Your next regularly scheduled payment would still be due.

### May I make advance (future) payments?

Yes. You may make your next scheduled payment in advance at any time, but you must include specific instructions to that effect.

### May a partial payment be made?

Yes. A partial payment (i.e. any payment for less than the amount due) can be made if the account is current. It may not be in your best interest to make a partial payment if the balance of payment is not received within the grace period

of 10 days following its due date. For information specific to your agreement, contact Financial Services at (907) 269-8500 or the PIC at (907) 269-8400.

**How is interest charged on my account?**

Interest charges accumulate daily at the rate specified in your contract.

**How do I find out my contract's current balance or payoff amount?**

Write to the address given for mailing payments, or you can call our office at (907) 269-8594.

**May I receive an extension on my lease or Contract payment?**

Payment extensions of 90 days from the payment due date may be granted for good cause and if the account is current. To request an extension, submit a written request explaining why the extra time is needed. This request must be submitted before the payment is due. An approved extension does not waive late fees or prevent a notice of default from being issued during the extension period.

**How can I get a copy of my lease or contract?**

Call the Public Information Center at (907) 269-8400 for instructions on contacting the appropriate office that is responsible for your contract or lease. A certified true copy of your land sale contract may be obtained from the Recorder's office for the district where the property is located.

**Will I receive an annual statement of my account?**

Every January an IRS Form 1098 is mailed to all land sale contract holders whose accounts had any interest payment during the previous year. In addition, Statements of Account are sent to all land sale contract holders who had payment activity on their account. Leaseholders do not receive statements.

**To whom do I make payments?**

Make checks or money orders payable to the Department of Natural Resources. (Note: A fee is charged if the bank fails to honor your check for any reason.)

**Where can I make my payments?**

Mail payments to:

Department of Natural Resources  
Financial Services Section  
550 West 7th Ave, Suite 1410  
Anchorage, AK 99501-3561

**Note: Your payment must include your Alaska Division of Lands (ADL) agreement number. Please do not mail cash.**

You may pay in person at one of the offices below. The PIC offices can also process credit card payments by phone.

Department of Natural Resources  
Public Information Center  
550 West 7th Avenue, Suite 1360  
Anchorage, AK 99501-3561  
(907) 269-8400

Department of Natural Resources  
Public Information Center  
3700 Airport Way  
Fairbanks, AK 99709-4699  
(907) 451-2705

Department of Natural Resources  
Land Information Office  
400 Willoughby Avenue, 4th Floor  
Juneau, AK 99801  
(907) 465-3400

You may pay online at: <https://dnr.alaska.gov/ccpayments/>

To make a payment online using a credit card or a bank account number, you will need both your Alaska Division of Lands (ADL) number and your customer ID number.