

## Town of Weathersfield, Vermont

### Automated Tax Payment Program

#### THE PROGRAM

The Town offers an Automated Tax Payment Program that automatically withdraws your quarterly property tax payments from your checking, savings or bank money market account on the established due dates. For your protection, the program is governed by state and federal regulations, and you can stop participating at any time with appropriate notification.

#### WHY SHOULD I CONSIDER SIGNING UP?

- Provides peace of mind – No chance of forgetting to pay your taxes on time and no need to worry about your payment being lost in the mail because the payments will be automatically withdrawn from your bank account on the tax due date.
- Improves safety – Your payments are made safely, accurately and timely by using the Automated Clearing House system, the same system that deposits millions of paychecks and over half of all Social Security checks.
- Saves you time and money – No more writing checks, paying postage, mailing your payments or hand-delivering your payments to the town office.
- Saves the Town time and money – taxes collected via ACH transfers cost very little to process compared to the costs of retrieving mailed payments from the post office or receiving them at the town office and manually processing these payment. This has the potential to allow for better Town services or reduced taxes.

#### HOW DOES IT WORK?

- Simply complete the form on the reverse side of this sheet in order to start using this Program. The form must be received in the town office at least 5 days prior to the next tax due date.
- Your bank statement will serve as a receipt for your tax records.

## Town of Weathersfield, Vermont Automated Tax Payment Program

### Direct Debit Program Sign Up/Change Request Form

New       Change       Discontinue      Effective date \_\_\_\_\_

You may sign up to have your property tax installments transferred electronically from your bank account to the Town. You will continue to receive your bill in the mail. When you sign up for this program, the Town will debit your bank account for the exact amount of the tax payment due on the actual due date for each installment. Unless we receive written notification from you at least five (5) days prior to an installment due date, we will automatically debit your account for the amount of the bill on the due date based upon your instructions on file.

Please return this form in person or by mail to the town accountant's office at least 5 days prior to the next tax due date.

**Please attach a blank, voided check for the account you wish to have debited when you sign up for the program. Deposit slips will no longer be accepted as confirmation of account and routing numbers because some banks are substituting alias routing numbers which aren't valid for ACH purposes. Applications without a voided check attached will not be accepted.**

I, \_\_\_\_\_, herewith authorize the Town of Weathersfield to debit my bank account listed below in the exact amount of my property tax payment on the due date of each installment. Said authorization will remain in effect until cancelled in writing. All cancellations must be received in the town accountant's office at least five (5) days prior to the tax payment due date. This authorization will only be used for the payment of my property tax account(s).

\_\_\_\_\_  
Name listed on Property Tax Account

\_\_\_\_\_  
Parcel ID number

\_\_\_\_\_  
Bank Name

\_\_\_\_\_  
Bank Address

\_\_\_\_\_  
Bank Routing Number

\_\_\_\_\_  
Bank Account Number

check one:               Checking               Savings               Money Market

I hereby acknowledge that I have signature authority on the above listed bank account and agree that sufficient funds will be available in said bank account on the property tax due dates to permit payment of the above account. I understand that failure to maintain sufficient funds in the above listed bank account will result in the Town assessing interest and penalties on the property tax payment then overdue. I also understand that it is my responsibility to notify the Town if there is a change in my bank name or account number. Failure to do so will result in the Town assessing interest and penalties on that overdue tax payment as outlined on your bill. Please cancel direct debit when property is sold. I further agree that this direct debit authorization will remain in effect indefinitely, unless and until I provide at least five (5) days written notice of its cancellation to the town accountant's office.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Email Address

**Return form to Town Accountant, Town of Weathersfield, PO Box 550, Ascutney, VT 05030-0550**