

# ACH DEBIT ENROLLMENT

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## Hillsborough Township

Dear Taxpayers:

The Township of Hillsborough is pleased to be able to serve our residents by allowing direct bill payment utilizing automatic debit from your checking or savings account (ACH Debit). ACH debit electronically moves your payment from your bank to ours. It is a safe, efficient process for making property tax payments. You will never have to worry about paying your bill at the last minute as your account will automatically be paid on a specific day each quarter. No checks to write and no payments to mail.

Your tax bill is sent to you twice annually, the 3<sup>rd</sup> quarter estimated bill is mailed in June, and the 4<sup>th</sup> quarter final/1<sup>st</sup> & 2<sup>nd</sup> quarter preliminary bill is mailed in September, so please mark your calendar accordingly. Funds must be available on the quarterly due date for property taxes -- February 1, May 1, August 1 and November 1.

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Qualifier: \_\_\_\_\_ Tax Acct #: \_\_\_\_\_

Property Location: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Please return this form at least 15 days prior to the Quarter due date. **You must attach a CURRENT VOID CHECK. MONEY MARKET ACCOUNTS CANNOT BE ENROLLED!**

**THERE WILL BE A \$20.00 FEE CHARGED TO THE ACCOUNT FOR ITEMS RETURNED BY THE BANK. PLEASE NOTIFY THIS OFFICE IMMEDIATELY IF, IN THE FUTURE, YOU WILL BE SELLING YOUR PROPERTY OR NO LONGER WISH TO PARTICIPATE IN THE ACH PLAN, SO THAT WE CAN REMOVE YOUR BANK ACCOUNT INFO FROM OUR SYSTEM.**

**\*\*\*Please sign for Authorization:\*\*\***

I authorize the ACH Debit for Property Taxes: \_\_\_\_\_ Date: \_\_\_\_\_

This will remain in effect until we are notified by written cancellation by the property owner.

Please be assured that your banking information will be maintained in secure files and utilized only for the transactions authorized by this form.

**\*\*\*FOR OFFICE USE ONLY\*\*\***

Edmunds ACCT INFO \_\_\_ BC \_\_\_ MSG \_\_\_ NOTES \_\_\_ Effective \_\_\_\_\_