

TOWN OF EAST MONTPELIER
Property Tax Payments
Direct Debit Program Sign Up/Change Request Form

New _____ Change _____ Effective Date _____

You may sign up to have your property tax payments transferred electronically from your bank account to the Town. When you sign up for this program, the Town will debit your bank account for the exact amount of the tax payment on the actual due date for each installment. Due dates are: 11/15 and 5/15. Your annual property tax bill is mailed to the "owner of record" as of April 1st at least 30 days prior to the due date of the first installment. Your annual property tax bill shows the amount of the payment due on each date.

THIS FORM MUST BE IN THE TREASURER'S OFFICE AT LEAST FIFTEEN (15) DAYS PRIOR TO A PAYMENT DUE DATE OR IT WILL NOT BE IN EFFECT UNTIL THE FOLLOWING PAYMENT DUE DATE.

You must include a voided check or deposit slip for the account you wish to have debited when you sign up for the program.
(This program is available ONLY through banks located in the USA)

Please read this form carefully.

I, _____, herewith authorize the Town of East Montpelier to debit my bank account listed below in the exact amount of my property tax payment (U.S. funds) on the due date of each installment. Said authorization will remain in effect until cancelled in writing. All cancellations must be RECEIVED in the Treasurer's Office at least fifteen (15) days prior to the tax payment due date. Said authorization is to be used expressly for the payment of my property tax account(s).

Name on Property Tax Account _____

Parcel ID Number(s) _____

Bank Name _____

Bank Address _____

Bank Routing Number _____

Bank Account Number _____

Checking _____ or Savings _____ (Check One)

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 payment 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 a delinquent penalty fee on taxes outstanding after the 5/15 payment due date) on the property tax payment then overdue at rates stated on the annual property tax bill. **I also understand that it is my responsibility to notify the Town at least fifteen (15) days prior to the payment due date 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 installment 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 fifteen (15) days written notice of its cancellation to the Treasurer's Office.

Signature

Date

Printed Name

Mailing Address:
Town Of East Montpelier
PO Box 157
East Montpelier, VT 05651

Daytime Phone Number/Email Address