



AUTOMATIC BILL PAYMENT FORM – TAXES

ELECTRONIC FUNDS TRANSFER (EFT)

No more check writing! No more postage! No more late payments!

You can automatically pay your Thomas Township property tax bill from your bank account using our Direct Debit service. Complete and return this page along with a voided check or deposit slip from your bank account.

Frequently Asked Questions

What is the Direct Debit service? Direct Debit allows the total amount of your tax bill to be automatically paid from your savings or checking account. When you sign up for the program, your property tax will be paid on the date you choose below.

What are the advantages of Direct Debit? Direct Debit offers you the convenience of making time-sensitive payments without having to write a check. Even if you are away, your tax bill will be automatically paid from your designated bank account.

How does it work? When you authorize Direct Debit, you are giving Thomas Township permission to initiate a transfer from your checking or savings account to the Township's account. The withdrawals are done by your financial institution and your monthly bank statement will indicate the amount of the withdrawal and when it was made.

Will I still receive a tax bill? Yes, but for record-keeping purposes only. Tax bills are mailed on July 1st and December 1st of each year or as close to those dates as possible. The bill will indicate that you are set up for Direct Debit, but only if you signed up before receiving your bill.

What if my banking information changes? Please notify the Township of a change in banking information by resubmitting this form with updated information, including the date the change is effective. Changes cannot be made over the phone or by email.

How do I cancel Direct Debit? Complete the Cancellation Request Form and return it at least ten (10) business days prior to the due date.

Can I have my tax bill emailed to me? Tax bills are not permitted to be emailed per the Michigan General Property Tax Act, PA 206 of 193, MCL 211.44.

Direct Debit Enrollment Authorization – Thomas Township Property Tax Bill

I do hereby authorize Thomas Township to make withdrawals from the account listed below. I authorize the financial institution, indicted below, to charge such withdrawals to my account. I understand that if I decide to discontinue or request any changes to this service, I will give Thomas Township notice of at least ten (10) business days prior to the payment date selected. Thomas Township is authorized to make said withdrawals for the sole purpose of property tax payments to be charged to my account on the following dates:

New Enrollment Change – Effective Date: _____

Summer Tax Payments: September 14th (Due Date)

Winter Tax Payments (check one): December 31st or February 14th

***If the above date falls on a weekend or a holiday, the payment will be made the previous business day.**

Name of Bank/Financial Institution	Routing Number	Check One Below	Account Number
		<input type="checkbox"/> Checking <input type="checkbox"/> Saving	
Print Name of Authorizing Party		Mailing Address (if different than property address) City, State, Zip Code	
Property Address with Zip Code		Parcel # (from tax bill)	
Signature of Authorizing Party		Date	Limitations on Purpose of Withdrawal
			Semi-Annual Property Tax Payments
Cell Phone #	Work Phone #	Email address (for Tax Department use only)	

Return completed form to: Thomas Township, 249 N Miller Road, Saginaw, MI 48609