PROPERTY TAX DIRECT DEBIT AUTHORIZATION

ELECTRONIC FUNDS TRANSFER (EFT)

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

Complete all fields below and return this form along with:

Debiting from a CHECKING ACCOUNT - a voided check, or a recent statement that states your Name, Routing # and Account #

Debiting from a SAVINGS ACCOUNT - a recent statement, stating your Name, Routing # and Account #

*****OR a Bank/Credit Union ID Card stating your Name, Routing # and Account # for either Checking or Savings**

I do hereby authorize Thomas Township to make withdrawals from the account listed below. I authorize the financial institution, indicated 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.

If you are also enrolled in Direct Debit for Utility Billing, you must notify the Utility Billing Department separately to cancel or update that enrollment.

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 **OR** ☐ Change – Effective Date: _____

☐ Summer Tax Payments: ☐ September 14th (Due Date)

☐ Winter Tax Payments (check one): ☐ December 31st **OR** ☐ February 14th (Due Date)

***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** **Account Number**

☐ **Checking** **OR** ☐ **Savings**

_____ _____ _____ _____ _____

PRINT Name of Authorizing Party **Property Address** **City** **State** **Zip Code**

_____ _____ _____ _____

Mailing Address (if different than property address) **City** **State** **Zip Code**

(_____) _____ - _____ (_____) _____ - _____

Phone # **Alternate Phone #**

_____ - _____ - ___ - _____ - _____ - _____ _____ @_____

Parcel # (from tax bill) **Email Address**

_____ _____

Signature of Authorizing Party **Date** (mm/dd/yy)

***Limitations on Purpose of Withdrawal*: Semi-Annual Property Tax Payments**

249 N Miller Rd. ♦ Saginaw, MI 48609 ♦ PH: 989.781.0150 ♦ FAX: 989.781.0290
Email: TREASURER@THOMASTWPMI.GOV ♦ WWW.THOMASTWP.ORG

***** FAQ on back page →**

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 your sign up for the program, your property tax will be paid on the date you choose on the front side of the form.

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.

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.