

INSTRUCTIONS FOR COMPLETING AN EFT FORM

Our office is pleased to announce the addition of electronic funds transfer (EFT) as a payment option. This option is only being offered to property owners who have delinquent taxes.

Below is an ACH Authorization Form. EFT is an automatic deduction (or debit) from a checking or savings account. You may already have an EFT in place for your telephone bill or your electric bill. An EFT with our office would work in the same way. There is no cost to the property owner for EFT's.

How does a property owner with delinquent taxes implement an EFT with our office?

1. Complete the ACH Authorization Form. If the deduction (or debit) is coming from a checking account, attach a voided check. Sign at the bottom of the form.
2. Mail or hand deliver the completed ACH Authorization Form to the County Treasurer's office.
3. Our office will set up the deductions (or debits) from your checking or savings account. Deductions will begin on the next available cycle. Our office will need four business days prior to the next cycle for set up. We will safely keep your ACH Authorization Form until our internal record retention policy requires destruction (shredding).

TIPS FOR YOU

- Be sure the EFT amount being deducted is working for you, so that your delinquent taxes are getting lower. The goal is to get caught up on your taxes and then to stay current. If, after a few months of being on EFT the balance is not getting smaller, then consider changing the deduction to a higher amount if you can afford it.
- Be sure money is in your account on the day of the scheduled deduction (or debit). If something does happen and you know that money will not be available on the scheduled deduction date, please call our office immediately.
- If you need any type of change made, a new ACH Authorization Form will need to be completed and in our office before we make the change. Changes include a change of bank, a change of account number, a change in the dollar amount being deducted, a change in the frequency of the deduction, or to discontinue your EFT.

If you have any question about moving forward with an EFT, please call us at 920-459-3015.

