

Town of Putney
Property Tax Payments Direct Debit Program Request

New Request____ Change request____ Effective Date_____

You may sign up to have your property tax installments 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. You will still receive a tax bill in the mail once a year at the start of the fiscal tax year (usually July).

IMPORTANT NOTICES:

****We will continue to take your tax amount due on the due date until we receive written notice from you at least fifteen (15) days in advance of the due date.**

****If your bank account information changes it is up to you to update us of this at least fifteen (15) days in advance of the due date. Failure to do so will result in fees and penalties for unpaid taxes.**

****You must send a blank voided check or deposit slip for the account you wish to have debited or the request will be denied.**

I, _____, herewith authorize the Town of Putney to debit my bank account listed below in the exact amount of my property tax payment 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 five (5) days prior to the payment due date. Said authorization is to be used expressly for the payment of my property tax account(s). *Please use multiple forms for multiple properties.

Name on Property Tax Account_____

Parcel ID_____

Bank Name_____

Bank Address_____ Checking_____ Savings_____ (Check One)

Bank Routing Number_____ Bank Account Number_____

I hereby acknowledge that I have signature authority on the above listed bank account. I understand that sufficient funds will be available in said bank account on the property tax 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 penalties on the property tax payment then overdue. I also understand that it is my responsibility to notify the Town 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 the property tax payment then overdue tax payment 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 five (5) days written notice of its cancellation to the Treasurer's Office.

Signature_____ Date_____

PrintedName_____ Telephone_____

Email_____