

TOWN OF WILLIAMSTOWN
Property Tax Payment
Direct Debit Program Sign Up/Change Request Form

New _____ Change _____ 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 continue to receive your bill in the mail. Unless we receive written notification from you at least ten (10) days prior to the installment due date, we will automatically debit your account for the amount of the bill on the due date.

This form must be DELIVERED IN PERSON TO THE TREASURER'S OFFICE AT LEAST TWENTY-ONE (21) DAYS PRIOR TO THE BILL DUE DATE OR IT WILL NOT BE IN EFFECT UNTIL THE FOLLOWING BILL DUE DATE.

You must attach a blank, voided check or pre-printed deposit slip for the account you wish to have debited when you sign up for the program. Failing to attach a blank, voided check or pre-printed deposit slip to this form will delay the effective date.

Please read the form carefully and bring all necessary information with you when you come to the Treasurer's Office to sign up.

I, _____, herewith authorize the Town of Williamstown 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 ten (10) days prior to the tax payment due date. Said authorization is to be used expressly for the payment of my property tax account. A separate authorization form must be filled out for each Parcel ID.

Name on Property Tax Account(Must MATCH your tax bill) _____

Parcel ID _____

Bank Name _____

Bank Address _____

Bank Routing Number _____

Bank Account Number _____

Name(s) on Bank account _____

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 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 and a \$25 service fee. **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 that overdue tax payment as outlined on your bill as well as a \$25 service fee. **I further understand it is MY responsibility to 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 ten (10) days written notice of its cancellation to the Treasurer's Office.

Signature Date

Printed Name

Daytime Phone Number and Email address (for notification)