

TOWN OF MARSHFIELD
Property Tax Payments
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 fifteen (15) 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 received by the treasurer's office at least fifteen (15) days prior to the bill due date or it will not be in effect until the following installment. **It is your responsibility to confirm receipt of the form by the Treasurer.** If you include an email address, we will email confirmation and also email a reminder when the installment dates are approaching.

You must include a blank, voided check or deposit slip for the account you wish to have debited when you sign up for the program.

Please read the form carefully and include all necessary information.

I, _____, herewith authorize the Town of Marshfield 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 (15) days prior to the tax payment due date. Said authorization is to be used expressly for the payment of my property tax account(s).

Name on Property Tax Account _____

Parcel ID/ Account Number _____

Bank Name _____

Bank Address _____

Bank Routing Number _____

Bank Account Number _____

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, plus a **\$25.00** service charge. **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 overdue tax payment.

I further agree that this direct debit authorization will remain in effect indefinitely, unless and until I provide at least fifteen (15) days written notice of its cancellation to the Treasurer's Office. ****Please remember to notify the Town to cancel direct debit when the property is sold.**

Signature Date

Printed Name

Daytime Phone Number Email Address

Information for Town of Marshfield:

Date Received: _____ **Date entered in TA:** _____ **By:** _____ **Confirmation:** _____