Town of Montgomery

PO Box 356
Montgomery Center, VT. 05471
(802) 326-4719

ACH Authorization Agreement

Property Owner: _____ **Phone: (D)**_____**(E)**_____
Mailing Address: _____ **Email Address:** _____
City/State/Zip: _____ **Parcel ID:** _____

Physical Address of Property:_____

This form MUST be returned to our office two (2) weeks prior to the due date / withdrawal date.
NOTE: Your account MUST be current to enroll in this service.

_____ Please pay my Property Tax Bill by automatic debit from my bank account in two installments; August 10th & the second Friday in November.

_____ Please pay my Property Tax Bill by automatic debit from my bank account in one lump sum on the due date; the second Friday in November.

I hereby authorize the Town of Montgomery to initiate ACH debit(s) from my account below for the full amount due on the dates stated above. If the date falls on a holiday or weekend, the transaction will occur on the next business day. If the funds are not available in the account on the day of the transaction, a $25 return check fee will be assessed. The Town reserves the right to revoke this service in the event that payments are not processed due to insufficient funds AND will require a substitute payment in the form of cash, bank check or money order.

This written authorization shall remain in effect until a written notice is received from me to terminate this agreement or the Town terminates the agreement. I assume full responsibility to contact the Town in the event that I sell or transfer my property or if I change my banking information.

Attach a voided check with bank routing and account numbers

IN THIS SPACE

to facilitate this request.
(Deposit slips are NOT acceptable)

Bank / Credit Union Name: _____ **Routing Number:** _____

Account Number: _____ **Type** *(circle one):* **Checking / Savings**

Bank / Credit Union Address: _____
                   City   **State**   **Zip Code**

Signed: _____ **Date:** _____

~~~ Do not write below this line. Office Use Only ~~~

Received By (Initials): _____ **Date:** _____ **Entered By (Initials):** _____ **Date:** _____