



STEVENS COUNTY

AUDITOR/TREASURER 400 Colorado Ave, Suite 303, Morris, MN 56267

STEPHANIE BUSS
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ACH PROPERTY TAX SIGN-UP AGREEMENT

Stevens County is making available a fast, convenient, hassle-free way to pay your property taxes with the Direct Payment Plan.

With this convenient program, you can have your property tax payment(s) automatically deducted from your checking or savings account at your financial institution.

The Direct Payment Plan will help you:

- Save time writing and mailing checks
- Save money in postage and bank fees
- Eliminate the worry of late payment/lost checks and associated penalties
- Be assured your tax payment is always made on time – even if you're working in the fields or out of town on business or vacation

How does the Direct Payment Plan work?

You authorize payments to be made from your checking or savings account according to the following schedule:

Option 1 Two payments as per dates on statement

Example: May 15 and Oct 15 for non Ag parcels OR May 15 and Nov 15 for Ag parcels.

Option 2 Pay the full year amount in first payment (May)

Proof of payment will appear on your bank statement.

Take advantage of this service by completing the attached authorization form, at least one month prior to the initial payment.

The authority you give Stevens County to debit your account will remain in effect until YOU notify us in writing to terminate the authorization, no less than 7 business days prior to due date.

Stevens County will notify you by E-Mail, if you choose that option, approximately one week prior to the ACH debit from your account. Please be sure to enter your E-Mail address on the application. **It is up to you to notify our office in writing if you change your e-mail address.**

Receiving your tax statement in the spring and an E-Mail notice (if you choose that option) will be the ONLY notice of your property tax payment debit once you sign up and receive our confirmation, so please make note of the dates and amounts!

CO.STEVENS.MN.US

Stevens County is an Equal Opportunity Employer



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DEBIT AUTHORIZATION FORM

PLEASE RETURN THIS ENTIRE PAGE FOR SIGN-UP

I (We) authorize Stevens County to initiate entries to debit my (our) account described below:

Bank Routing # _____ Checking Account # _____

Financial Institution's Name _____ Phone # _____

Financial Institution's Address _____

Attach a VOIDED CHECK or SAVINGS SLIP that has the Bank's Routing or Transit number

I understand the **ONLY** notification I will receive for these debits will be in the form of my property tax statement each spring, unless I sign up for an additional notice by e-mail below. Acknowledged _____ (initials)

E-MAIL ADDRESS (Please print legibly) _____

This ACH Debit authority to remain in full force and effect until the County of Stevens has written notification from me (or an authorized signatory on my account) of its termination, no less than 7 business days prior to due date. Acknowledged _____ (initials)

Signature _____ Signature _____

Printed name _____ Printed name _____

Date _____ Date _____

Phone # _____ Phone # _____

Payment/Debit options: **1.** Two payments as per dates on statement.
2. Full year tax paid on May due date.

Parcel ID# _____ Debit option, please circle: 1 2

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Parcel ID# _____ Debit option, please circle: 1 2

Please list additional parcel numbers, with debit options, on back of form.

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Additional Parcel numbers and debit options:

- Payment/Debit options: **1.** Two payments as per dates on statement.
2. Full year tax paid on May due date.

Parcel ID# _____	Debit option, please circle:	1	2
Parcel ID# _____	Debit option, please circle:	1	2
Parcel ID# _____	Debit option, please circle:	1	2
Parcel ID# _____	Debit option, please circle:	1	2
Parcel ID# _____	Debit option, please circle:	1	2
Parcel ID# _____	Debit option, please circle:	1	2
Parcel ID# _____	Debit option, please circle:	1	2
Parcel ID# _____	Debit option, please circle:	1	2
Parcel ID# _____	Debit option, please circle:	1	2
Parcel ID# _____	Debit option, please circle:	1	2
Parcel ID# _____	Debit option, please circle:	1	2
Parcel ID# _____	Debit option, please circle:	1	2