

# Automatic Bill Payment Program

*The Village of Friendliness – Since 1870*

The City sends out tax bills in July and December. We allow payment in person, by the mail, the drop box at City Hall, credit card over the phone or in person or with automatic bill pay. With automatic bill payment, you can have your property taxes automatically paid from any participating bank, savings and loan, or credit union account. When you enroll you are given an option of payment dates. Complete the attached form, return it, and start enjoying the following benefits:

- No check to write
- No postage to pay
- No trip to City Hall to pay your bill
- Out of town or sick? Your bill will be paid on time (no penalty for late payment)

All you have to do is make sure there is enough money in your account to cover the bill and remember to record the payment in your records.

You will continue to receive a copy of your summer and winter tax bills for your records.

## FREQUENTLY ASKED QUESTIONS

**HOW LONG DOES IT TAKE TO GET ON THE PLAN?** The last date to sign up for automated bill payment is five business days prior to the payment date.

**WHAT IF I HAVE A QUESTION CONCERNING THE AMOUNT OF MY BILL?** Contact the Treasurer's office at least 5 business days prior to the payment date.

**WHAT IF THERE ISN'T ENOUGH MONEY IN MY ACCOUNT?** If there are insufficient funds, your payment will be treated as a check with insufficient funds. Your payment will be removed and any fees and interest will be applied to your account (for late/non-payment).

**CAN I WITHDRAW FROM THE PROGRAM?** Yes. Notify the Treasurer's department in writing when you wish to discontinue this service.

**WHEN WILL PAYMENTS BE DEDUCTED?** Payments will be deducted on the dates that you specified on your enrollment form.

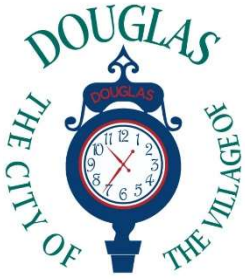
**WHAT IF I HAVE MULTIPLE PROPERTIES?** An enrollment form should be filled out for each parcel.

**DOES THE CITY CHARGE A FEE FOR THIS SERVICE?** The City does not charge a fee to use this service.

**WHAT IF MY BANKING INFORMATION CHANGES?** Please notify the City as soon as possible by filling out a new enrollment form. Any changes must be received at least 5 business days prior to the payment date.

For additional information, regarding this service, please do not hesitate of contact:

Matt Smith Treasurer at (269) 857-1438 during normal business hour or via email [treasurer@ci.douglas.mi.us](mailto:treasurer@ci.douglas.mi.us)



# AUTHORIZATION AND ENROLLMENT FORM FOR AUTOMATIC FUNDS TRANSFER FOR PROPERTY TAXES

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Complete the information below (please print neatly):

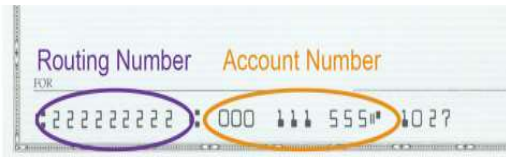
### Property Details

Customer Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Parcel # 03-59- \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Bank Details

Checking     Savings

Bank Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Routing Number: \_\_\_\_\_



Please attach a copy of a VOIDED check, deposit slip, or a letter on bank letterhead with the routing and account number.

I hereby authorize the City of the Village of Douglas to automatically deduct the full amount of my summer and/or winter property bills from my checking or savings account listed above on the following recurring dates:

Withdrawals shall be made from my account for the summer bill on:

First Business day in September

Withdrawals shall be made from my account for the winter bill on:

Third Monday in December

First Monday in February

I understand it is my responsibility to ensure funds are in the account when the withdrawals are made and that this authorization will remain in effect until written notification of termination is provided. Written notification must be received at least 5 days prior to the next transaction date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form can be mailed to City Hall, placed in the drop box, or emailed to [treasurer@ci.douglas.mi.us](mailto:treasurer@ci.douglas.mi.us)