

**TOWN OF WESTMINSTER
SEMI-ANNUAL TAX PAYMENTS
DIRECT DEBIT PROGRAM SIGN UP/CHANGE REQUEST FORM**

New _____ Change _____ Effective Date _____

You may sign up to have your semi-annual property tax installments transferred electronically from your bank account to the Town. When you sign up for this program, we will debit your bank account for the exact amount of your semi-annual tax installment on the actual due date (September 10 and February 10) for each installment. If the due date falls on a weekend or holiday, we will debit your bank account on the next business day. You will still receive your bill in the mail. Unless we receive written notification from you at least ten (10) days prior to the installment's 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 OR MAILED TO THE TREASURER'S OFFICE AT LEAST TEN (10) DAYS PRIOR TO THE SEMI-ANNUAL BILL DUE DATE OR IT WILL NOT BE IN EFFECT UNTIL THE FOLLOWING INSTALLMENT.**

You must attach a blank, voided check (for a checking account) or a blank, voided deposit slip (for a savings account) for the account you wish to have debited when you sign up for this program.

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

I/We _____ herewith authorize the Town of Westminster to debit my/our bank account listed below in the exact amount of my/our semi-annual tax installment on the due date of each bill. Said authorization will remain in effect until cancelled in writing. All cancellations must be RECEIVED in the Treasurer's Office up to five (5) days prior to the due date. Said authorization is to be used expressly for the payment of my/our property tax account(s).

Name(s) on Property Account _____

Property Tax Acct #: _____

Bank Name _____ Bank Routing # _____

Bank Account # _____ Checking _____ Savings _____

I/We hereby acknowledge that I/we have signature authority on the above-listed bank account and agree that sufficient funds will be available in said bank account on the tax installment due dates to permit payment of the above account. I/We understand that failure to maintain sufficient funds in the above account will result in the Town assessing interest and penalties in the tax installment then overdue at rates as stated on the property tax bill and a \$10.00 service charge. **I/We also understand that it is my/our responsibility to notify the Town if there is a change in my/our bank name or account number.** Failure to do so will result in the Town assessing interest and penalties on that overdue tax installment as outlined on the property tax bill. **I/We understand that it is my/our responsibility to cancel this direct debit if my/our property is sold or property taxes are escrowed by my/our mortgage company.**

I/we further agree that this direct debit authority will remain in effect indefinitely, unless and until I/we provide at least five (5) days' written notice of its cancellation to the Town of Westminster Treasurer's Office.

Signature(s) _____

Date Signed _____ Daytime Phone Number _____