

CITY OF DEARBORN
AUTOMATIC TAX BILL PAYMENT PROGRAM

DATE STAMP
OFFICE USE ONLY

YES! Sign me up for the FREE Automatic Tax Bill Payment Program.

Important Program Information:

- Applicant authorizes the City of Dearborn to withdraw the tax amount(s) due for the property specified on this application on the date(s) checked below. The automatic withdraw will recur on the next scheduled date indicated annually from the bank account specified on this form, until a Cancellation Request Form is submitted.
- Please complete an application for each parcel number you intend to pay using the Automatic Tax Bill Payment Program (ACH). Completed applications must be received by the Treasurer's Office on or before the application deadline(s) specified below. All applications received after the specified date **WILL NOT BE PROCESSED until the next tax year season**. You will be responsible for making your current tax payment(s) using any other payment option offered by the Treasurer's office. Once enrolled in the program, you will still receive your courtesy summer and winter tax bills by mail, with a notation on the bill stating that the amount(s) due will be paid by automatic withdraw (ACH Enrollment Plan) from the authorized bank account.
- Payments made "between or in addition to" the scheduled summer installment dates **DOES NOT stop the next automatic installment withdraw** from occurring as "scheduled" by the resident, until the ENTIRE bill is paid in FULL.
- If the City is unable to debit your bank account for the tax amount due because of non-sufficient funds (NSF), you will be responsible to pay all interest/penalty accrued on your tax account. You will be invoiced a **\$30 NSF Fee** and your Automatic Tax Bill Payment Program will be discontinued. All future applications for the program will no longer be honored.

Last Name (Please Print)

First Name (Please Print)

MI

Mailing Address (Number and Street)

City

State

Zip

Phone Number

E-Mail Address

Parcel ID Number: _____

Property Address: _____

I authorize the City of Dearborn to withdraw from the bank account listed below, the amount of taxes due, on the above indicated parcel for the following: (Check one single *summer* and/or one single *winter* option.)

If the due date falls on a weekend or holiday, the ACH withdraw will occur on the next business day.

Summer Taxes			Winter Taxes		
IN FULL ☐ Withdrawn every September 14th Application due on or before September 1st	OR	INSTALLMENT PLAN ☐ Withdrawn every September 14th, November 14th, and January 14th Application due on or before September 1st or November 1st or January 1st	OR	INSTALLMENT PLAN ☐ Withdrawn every September 14th, November 14th, and December 14th Application due on or before September 1st or November 1st or December 1st	
				IN FULL ☐ Withdrawn every December 15th Application due on or before December 1st	OR
					IN FULL ☐ Withdrawn every February 14th Application due on or before February 1st

Bank Name: _____

Select One:

Bank Routing Number: _____

☐

Checking Account

Bank Account Number: _____

☐

Savings Account

Please attach a voided check to this application.

PLEASE INITIAL: I have read the Important Program Information above and agree to the terms. I also understand that **this authorization is in full effect until I submit a Cancellation Request Form which must be received by the Treasurer's Office 14 days prior to the next scheduled withdraw date.**

Authorized signature: _____

Date: _____

Please mail completed applications to: City of Dearborn, Treasury Division Suite 21, 16901 Michigan Avenue, Dearborn, MI 48126 before the application deadline(s) specified above. Please retain a copy of this form for your records. Questions? Call (313) 943 – 2045.

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