

## AUTOMATIC BANK ACCOUNT DEDUCTION FOR TAX PAYMENTS

The City of Burlington will issue an electronic withdrawal from your checking or savings account (U.S. Banks Only) and apply it to your tax bill free of charge. Deductions are made quarterly. For further information, please contact Ellen in the Burlington Clerk/Treasurer's Office at (802) 865-7020.

To sign up for this service, please complete the bottom of this form and attach a voided check. Please return this form to the **Burlington Clerk/Treasurer's Office, 149 Church Street, Burlington, VT 05401, ATTN: Auto Tax Deduct**. If sending by email, please send to [esundquist@burlingtonvt.gov](mailto:esundquist@burlingtonvt.gov). Completed forms must be received 3 weeks before property tax due dates. **To stop or change accounts for this service, please send a written notice**

### AUTHORIZATION AND AGREEMENT FOR PREAUTHORIZED PAYMENTS

Name(s): \_\_\_\_\_

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_ Parcel ID# \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

I (we) hereby authorize the City of Burlington to initiate a debit entry to my (our) account indicate below the depository named below, to debit same to such account.

Name of Bank: \_\_\_\_\_ Phone #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

9 Digit ABA Number\*: \_ \_ \_ \_ \_ Account# (include ALL zeros): \_\_\_\_\_

Type of Account:  Checking  Savings \*The ABA Number is the first nine digits on the bottom of your check.

Checking You may call your bank or financial institution to verify this number.

Savings

**\*\*\*Payments will be deducted quarterly on the due dates- the 12<sup>th</sup> of August, November, March & June\*\*\***

This authority is to remain in force and effect until the City of Burlington and Depository received written notification from me (or either of us) of its termination and in such manner as to afford the City of Burlington and Depository a reasonable opportunity to act on it.

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

Attach Voided Check Here (Please Do Not Attach a Deposit Slip)

#### **Clerk/Treasurer's Use Only**

Date Received: \_\_\_\_\_ (Stamped Date) Date of First Payment: \_\_\_\_\_

Date Prenoted: \_\_\_\_\_ Entered By: \_\_\_\_\_

Date Rejected: \_\_\_\_\_

Date 2<sup>nd</sup> Prenoted: \_\_\_\_\_ Entered By: \_\_\_\_\_