

## **AUTOMATIC WITHDRAWAL GUIDELINES FOR REAL ESTATE OR MANUFACTURED HOMES**

Thank you for your interest in the Automatic Withdrawal program (aka ACH). The Ashtabula County Treasurer's office is pleased to offer this payment option for your convenience. The ACH program allows Ashtabula County Treasurer to make automatic payment deductions from your checking or savings account on a monthly, semi-annual or annual basis to pay your real estate or manufactured home taxes.

Important information regarding the automatic withdrawal procedure:

- There is no fee for this service.
- You will need to complete and sign the Automatic Withdrawal Agreement.
- You must provide a **voided check** or bank letter. Deposit slips are not acceptable.
- If you are requesting a *monthly* ACH you must either 1) submit a Prepayment Application for escrow (prepayment) only, or 2) be on a Treasurer's Delinquent Pay Plan for both delinquent taxes and escrow.
- **DEADLINE** for submitting the agreement for the automatic withdrawal is 10 days before withdrawal date.
- The ACH is entered for specific property - if the status of your property ownership changes, i.e. **sale, transfer, you** must notify the Treasurer's office in writing.
- The bank account information is retained until the ACH agreement has been terminated. You must notify the Treasurer's office in writing if your bank account information has changed (name, account number, bank, routing number).
- For owners with multiple parcels, the treasurer's office will do a withdrawal for each parcel individually except for those on a monthly escrow contract.
- You may discontinue this service at any time by sending a notice in writing to our office. We will need at least five business days to process a cancelation request.
- The Ashtabula County Treasurer has the right to cancel your application should the account show insufficient funds. It is at the discretion of the Treasurer whether the application is terminated.
- If the account shows insufficient funds or the payment is otherwise not honored by the due date, the appropriate bank fees, late charges and interest will be assessed and you may be removed from the payment plan.

Should you have any questions about this program or its guidelines, please contact our office between 8 a.m. and 4:30 p.m. at (440) 576-3728.