

**Ashtabula County Treasurer**

25 W Jefferson St  
Jefferson OH 44047  
(440) 576-3727

For Treasurer Office Use: MCo _____		
Esc # _____	\$ _____	
Delq # _____	\$ _____	
EFTS # _____	Entered _____	Ver _____

**AUTOMATIC WITHDRAWAL AGREEMENT - Monthly ESCROW (prepay) payments**

By signing this agreement, Taxpayer hereby authorizes Ashtabula County Treasurer to initiate automatic payment of the real estate/manufactured home taxes by debiting the bank account listed below.

Taxpayer NEED NOT request withdrawal each month as this agreement is perpetual. The Treasurer will continue to deduct payments from the bank account until Treasurer has received written notice terminating the ACH Agreement with at least five (5) business days advance notice. In the event the ACH payment is not honored by the financial institution, the appropriate bank fees, late charges and interest will be assessed and this contract may terminate at Treasurer's discretion

**NOTE: Completed application and bank information must be received in Treasurer's office at least five (5) business days before intended withdrawal or tax due date to be processed for current period.**

\_\_\_\_\_ **Monthly (Prepay/escrow payment plan)**

*Must include Prepayment Application with this form*  
Deduct on \_\_\_\_\_ of each month  
(Enter 5<sup>th</sup> or 15<sup>th</sup>)

\_\_\_\_\_ **Monthly (Delinquent payment plan)**

Includes delinquent & prepay amounts  
*Must be on Treasurer payment plan*  
Deduct on \_\_\_\_\_ of each month  
(Enter 5<sup>th</sup> or 15<sup>th</sup>)

**Taxpayer and Parcel Information:**

Name \_\_\_\_\_ Parcel No \_\_\_\_\_

Address \_\_\_\_\_ Parcel No \_\_\_\_\_

City \_\_\_\_\_ Parcel No \_\_\_\_\_

State & Zip \_\_\_\_\_ Parcel No \_\_\_\_\_

Phone \_\_\_\_\_ / \_\_\_\_\_ Parcel No \_\_\_\_\_  
Day Evening

**Bank Account Information (Please enclose a voided check or certified bank letter)**

Name and Address of Bank \_\_\_\_\_  
\_\_\_\_\_

**(Circle one)** Checking -or- Savings Account

Account Number \_\_\_\_\_ Routing Number \_\_\_\_\_  
(9 digits)

*I accept responsibility for all information provided above, and understand if the ACH debit is rejected because of incorrect information, account closure or changes, then bank fees, penalties and/or interest may accrue. I have read and agree to the terms listed above.*

\_\_\_\_\_  
Taxpayer Signature Date

**Return completed form and a voided check or bank letter to Treasurer's office at address above.**

## **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 at no cost to you. 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 five (5) business 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 at (440) 576-3731.