

Ashtabula County Treasurer

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

For Treasurer Office Use: MCo _____ EFTS # _____ Date Entered: _____ Verified: _____

AUTOMATIC WITHDRAWAL AGREEMENT – Semi-annual or Annual ACH Property Tax Payments

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

Taxpayer NEED NOT request ACH withdrawal each year, as this agreement is perpetual. The Treasurer will continue to deduct the half year (semi-annual) or full year (annual) amounts due from the bank account on the tax due dates until the Treasurer has received written notice either changing bank accounts or 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: Application and voided check must be received in Treasurer's office at least five (5) business days before the tax due date to be processed for the current tax period.**

Check or initial one option:

_____ **Semi-annual** (perpetual until canceled in writing)
Deduct Half Year Amount Due on due dates in February & July

_____ **Annual** (perpetual until canceled in writing)
Deduct Full Year Amount Due on February due date

Taxpayer Information

Name _____ Parcel No _____
Address _____ Parcel No _____
City _____ Parcel No _____
State & Zip _____ Parcel No _____
Phone _____ / _____ Parcel No _____
Day Evening

Bank Account Information (Please attach 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 hereby authorize the Ashtabula County Treasurer to automatically withdraw tax payments from my account consistent with this Agreement. I accept responsibility for all information provided above, and understand if the ACH debit is rejected because of incorrect information, insufficient funds, 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 cancellation 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.