

**Ross County Treasurer
DIRECT PAYMENT Authorization
For Automatic Payment by Debiting Bank Account**

To pay your taxes using our Direct Payment service, please complete this form and return to us. See instructions and additional information on the other side of this form. PLEASE PRINT CLEARLY

Name of Taxpayer _____ Daytime Phone _____ e-mail or other phone _____

Mailing Address _____ City _____ State _____ Zip _____

Financial Institution Account Information

Type of account:

Checking Savings

I want my payments deducted: (Check only ONE)

Semi-Annually on the 1st and 2nd half year real estate tax due dates

Annually on the 1st half year real estate tax due date

Monthly on the 7th of each month (Must be enrolled in Budget Pay or SMART Payments plan)

**PLEASE ATTACH A VOIDED CHECK HERE. DO NOT ATTACH DEPOSIT SLIP.
COMPLETE THE INFORMATION BELOW FOR SAVINGS ACCOUNTS ONLY.**

Financial Institution Name _____

Account Number at Financial Institution _____

Financial Institution Routing Number _____

Financial Institution City and State _____

Property Taxes You Want to Pay: Complete the information below for the tax accounts you wish to pay. For REAL ESTATE use PARCEL NUMBER, for MANUFACTURED HOME use ACCOUNT NUMBER.

Parcel / Account number _____ Parcel or Account Address _____

Parcel / Account number _____ Parcel or Account Address _____

Parcel / Account number _____ Parcel or Account Address _____

I authorize the Ross County Treasurer to initiate electronic debit entries to my account as indicated on this form for the purpose of payment of my taxes. I acknowledge that the origination of these ACH transactions to my account must comply with the provisions of U.S. law.

This authority will remain in effect until the Ross County Treasurer has received **written notification** from me of its termination at least **10 days** before the next scheduled payment. I understand that I must notify the Ross County Treasurer's office if I change the bank account, close the account or otherwise change the information on this form. I accept responsibility for the accuracy of all information that I have provided on this form and understand that the rejection of the debit transaction because of incorrect information may result in the accrual of fees, penalty and/or interest.

Signature of Taxpayer _____ Date _____



Treasurer of Ross County, Ohio

DAVID JEFFERS

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Direct Payment

Now you can have your payment deducted automatically from your checking or savings account by signing up for Direct Payment service.

The Direct Payment service will help you in several ways:

- It saves time – fewer checks to write.
- Helps meet your tax payment obligation in a convenient and timely manner – even if you're on vacation or out of town.
- No lost or misplaced statements, your payment is always on time.
- Saves postage.
- No risk of receiving a late payment penalty.

Here's how the Direct Payment service works:

You authorize regularly scheduled payments to be made from your checking or savings account. Then, just sit back and relax. Your payments will be made automatically on the specified day. The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization.

Monthly Payments: Select this option if you are using Direct Payment to make monthly payments as part of our Budget Pay or SMART Payments plan. You will have 5 regular monthly payments deducted from your account and then a tax statement will be mailed to you. The statement will

show the amount paid so far and the remaining balance due that will be deducted from your account in the sixth month. (We will notify you if your regular monthly payment amount is going to change.)

Semi-Annual Payments: You will receive a tax statement in January and June showing the amount of tax that is due. The half-year amount due will be deducted from your account on the due date.

Annual: You will receive a tax statement in January that shows both the half-year and full-year tax amount. The full-year amount due will be deducted from your account on the due date.

INSTRUCTIONS:

1. Complete the Taxpayer information
2. Mark the type of bank account you have.
3. Select how often you want your payment deducted.
4. Fill in your Financial Institution information.
5. **Attach a voided check or a copy of a check** for verification of information. If you are unable to attach a voided check or if you are making payment from a savings account please fill in the bank's routing number and the account number. NOTE: Be certain that you have given us the correct routing number and account number. You can check with your financial institution to be sure you are giving us the right numbers.
6. **Sign the authorization form at the bottom.**

Related Services

Monthly Budget Pay Plan

The Monthly Budget Pay Plan (Budget Plan) is a free service that is offered by the Ross County Treasurer's Office to help taxpayers budget their tax payments. Now you can pay your real estate taxes each month too and avoid being "surprised" when the tax bill shows up!

It's Easy and Convenient. You make monthly payments that are then applied to your tax bill. This program is designed to help you plan and save for your taxes before they are due. You can even change your payments in a way that is most convenient for you. Simply fill out the Monthly Budget Pay Plan Authorization and begin enjoying the benefits!! Should you have questions or require additional information please feel free to e-mail us at treasurer@rosscountyohio.gov, visit us online at www.rosscountyohio.gov/treasurer or call the office at 740-702-3080.

SMART Payments Program

The Simplified Monthly Agreement for Regular Tax (SMART) Payments Program is designed to make it easier for taxpayers to pay off their delinquent real estate or manufactured home taxes. Participants make one payment a month that keeps their current taxes up-to-date while also paying off the past due taxes. These easy monthly payments may be spread over 30 months and in some cases longer.

(See other side for more information)