



**TOWN OF RUTLAND,
VT Direct Debit
Property Tax Payments**

New Change Effective Date _____

By completing this enrollment form, you may sign up to have your property tax installments (3 payments per tax year) paid to the Town of Rutland directly from your bank account by electronic transfer. When you enroll in this tax payment program, the Town will debit your bank account for the amount of your property tax installment on the due date for each installment, or on the next business day, if the due date falls on a weekend or holiday. You will continue to receive your annual property tax bill by mail each August.

ENROLLMENT: To enroll in this tax payment program, you must complete and submit this enrollment form **IN PERSON** at the Town Treasurer's office. You must bring with you proof of identity (e.g. driver's license), and a voided check or a completed savings account deposit slip. The Treasurer's Office must receive your completed enrollment form no less than thirty (30) days before the due date of the next installment in order for your account to be debited for the next property tax installment.

CANCELLATION: This tax payment authorization will remain in effect unless and until you provide the Treasurer with a written notice of cancellation. A notice of cancellation must be received by the Treasurer's Office no less than thirty (30) days prior to the due date of the next property tax installment in order to prevent the enrolled bank account from being debited to pay the next installment.

It is your responsibility to: (1) complete and submit a new enrollment form if your bank or bank account number changes and (2) to cancel this payment authorization if and when your ownership of the subject property comes to an end.

INTEREST, PENALTIES AND SERVICE CHARGES: A failure to maintain sufficient funds in the enrolled account will result in: (1) the imposition of interest and penalties on the amount of property tax installment then overdue at the rates set forth on the property tax bill and (2) a \$25.00 service charge. A service charge of \$25.00 will be imposed on any refund requested for an installment debit made due to a failure to provide the Treasurer with timely notice of enrollment cancellation or of a change of bank or account.

I _____, hereby authorize the Town of Rutland to debit my bank account identified below in the amount of my property tax installment payment on the due date of each installment, or on the first business day thereafter, if the due date falls on a weekend or holiday. I represent and affirm that I have signature authority on the bank account listed below. I accept and agree to the terms set forth in this enrollment form.

Name on Property Account: _____ Parcel Id Number: _____

Property Location: _____

Bank Name: _____ Address: _____

Bank Account #: _____ Checking _____ or Savings _____ (check one)

Bank Routing #: _____ Account Name: _____

Print Name _____ Date _____

Signature _____ Telephone # _____

E-Mail _____

THIS FORM IS EXEMPT FROM DISCLOSURE AS A PUBLIC RECORD PURSUANT TO 1 V.S.A. 317(33).