



# AUTOMATIC TAX PAYMENT PROGRAM

**YES!** I would like to enjoy the convenience of enrolling in a free Automatic Tax Payment Program – \*note this is for the **property owner only**, tenants are not eligible.

### To enroll simply:

1. Please fill out the account information at the bottom of this page for the account from which you want your tax payment to be withdrawn whether for checking, savings, or money market accounts.
2. Sign this form and mail it thirty (30) days prior to the next tax due date to:

City of Essex Junction  
 Attn: Finance  
 2 Lincoln Street  
 Essex Junction, VT 05452

I authorize the City of Essex Junction to instruct my financial institution to deduct City and School property tax payments directly from my account. The automatic payment amount, frequency and transaction date will correspond as disclosed on the tax bill that is provided to me. If at any time I wish to discontinue the service, I will simply notify the City in writing, within 15 days of my next scheduled payment. A \$25 fee will be applied for any returned payments. The City reserves the right to unenroll me from the automatic payment program at any time, with notice, for returned payments as a result of insufficient funds, account closure, etc.

Your Signature	Date (mm/dd/yyyy)
Property Location	Parcel ID Number

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<b>ACCOUNT INFORMATION:</b>	Checking Account	Savings Account
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Your Name (Please print)	
Your email address <i>(We will send you a confirmation email when we have received your information)</i>	Daytime Telephone Number
Your Mailing Address	
Your Banks Name	Bank Account Number
Bank Routing Number	