

ACH (DIRECT WITHDRAWAL)

March 2014

Dear Taxpayer:

The Borough of Ramsey Tax Office is pleased to offer an ACH bank draft program(direct withdrawal) to our taxpayers. This service assures your payment will be received in a timely manner as well as providing a safe and secure way to pay your taxes.

Quarterly property tax payments as billed can be debited from your CHECKING or SAVINGS account on the payment due dates of August 1, November 1, February 1 and May 1. We do not draft from equity accounts. You may enroll at any time, PROVIDED A COMPLETED AUTHORIZATION FORM IS RECEIVED AT LEAST TWO WEEKS PRIOR TO THE SCHEDULED DRAFT DATES. Cancellation of such transactions shall be in writing and submitted to the Tax Office 30 days in advance of the cancellation.

Please be aware that there will be a \$20.00 fee if an automatic withdrawal is returned due to insufficient funds or the account number given on the application is incorrect.

If you would like to enroll in this program, please **complete the entire authorization form** attached with this letter. Be sure to **attach a voided check**. Incomplete applications will delay enrollment.

Please direct any questions or concerns you may have to our office at 201-825-3400, ext. 235 or 236

Sincerely,

Denise Bartalotta
Chief Finance Officer

Authorization Agreement for ACH Direct Withdrawals
For Property Tax Payments

Company Name: Borough of Ramsey Taxpayer: _____
Address: _____ Phone #: _____
Block: _____ Lot: _____ Qual: _____
Telephone #: _____ Email Address: _____
CHECK ONE:
New Authorization: _____ Authorization to transfer to Another Depository: _____
Change of Account Number: _____ Cancellation: _____

I (we) hereby authorize the Borough of Ramsey, to initiate debit entries to my (our) checking or savings account indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of the US law.

I (we) request that the Borough of Ramsey process payments for the following:

_____ Quarterly Taxes

Depository Name: _____ Branch: _____
City: _____ State: _____ Zip: _____
Routing Number: _____ Account Number: _____

PLEASE CHECK ONE:

Savings: _____ Checking: _____

This authorization is to remain in full force and effect until the Borough of Ramsey has received written notification from me (or either of us) of its termination in such time and in a manner as to afford the Borough of Ramsey and Depository a reasonable opportunity to act on it.

Name(s) (Please Print): _____

Signature: _____ Date: _____

Attach Your Personalized Voided Check Here

Return to the Borough of Ramsey
Attn: Tax Collector
33 N. Central Avenue
Ramsey, New Jersey 07446