



County of Bedford Authorization Agreement for Pre-Authorized Payments

Instructions

You may budget your real estate taxes monthly through an automatic bank draft from your financial institution.

To enroll, simply complete the authorization to the right and return it to the Bedford County Treasurer's Office.

The amount you authorize will be deducted on the 15th of each month. If the 15th falls on a weekend or a bank holiday, the draft will occur on the next business day.

Your bank statement will serve as your confirmation of payment; no additional receipt will be issued.

You will continue to receive a tax bill showing the total amount billed and any remaining balance at the time the bills are printed. This allows you to pay any balance due prior to the tax due date. Total payments made through this program may not exceed the annual amount due.

If insufficient funds are available to cover a draft, the County will process the item as a returned payment, the same as a returned check. A \$50.00 returned payment fee will be assessed, in addition to any fees charged by your financial institution. After two returned drafts, your account will be removed from the program.

You may cancel your pre-authorized tax payment at any time. Written notification must be received by the Treasurer's Office no later than the 30th of the month to stop the automatic draft for the following month.

Authorization

I (we) hereby authorize Bedford County to initiate withdrawals for payment of:

Real Estate RPC: _____

Personal Property Customer Number: _____

to my **checking** or **savings** account at the Financial Institution indicated below and to debit same account the **15th** of each month effective _____.

Financial Institution Information

Please attach a voided check.

Bank Name: _____

Bank Address: _____

Routing Number: _____ Account Number: _____

Monthly Withdrawal Amount \$ _____ (Total payments cannot exceed annual amount due)

Notice of Termination

This authorization is to remain in full force and effect until Bedford County has received written notification of termination from the within-named account holder(s) by the 30th of the month. Authorization received after the 30th of the month will take effect the following month.

I (we) understand and agree that I will be responsible for and will pay a returned item fee of \$50.00 which will be assessed for each debit that is returned to Bedford County.

Signature: _____

Signature Joint Owner (if applicable): _____

Date: _____