

City of Saugatuck Treasurer's Office

SUMMER AND WINTER PROPERTY TAXES **Recurring Automatic Bill Payment Enrollment Form** Follow these 4 easy steps to maximize your time!

#1 Complete the information below (please print):

Taxpayer Name _____

Property Street Address _____

Property # 03-57-_____ - _____ - _____

Daytime Phone (____) _____ - _____ E-mail address _____

#2 Provide the required financial information below:

If you would like to set up **RECURRING** payments for your tax bill, please initial here:

Name of Financial Institution _____

Routing # _____

Account Number _____ Checking Savings

A COPY OF A VOIDED CHECK IS REQUIRED to ensure the correct account and ABA/routing numbers are used for this electronic payment. For savings account deductions the city **REQUIRES A COPY OF YOUR MEMBERSHIP CARD.**

#3 Provide your signature for authorization:

I hereby authorize the City of Saugatuck to deduct the full amount of my summer and winter property tax bills from the checking or savings account listed above on the following recurring dates (bank processing):

Summer Taxes: Due Date (example: September 14, 2018)

Winter Taxes: Year End (example: December 31, 2018) OR Due Date (example: February 14, 2019)

I understand that all information provided will remain confidential. I understand that it is my responsibility to confirm the city has received and processed my enrollment form. I understand that a fee will be charged if my payment is returned for any reason and that my taxes will be considered unpaid and subject to penalty if not paid by summer and winter due dates. **If at any time I decide to discontinue this payment service I will notify the City of Saugatuck in writing no less than 14 days prior to the scheduled payment date.**

**PLEASE
SIGN!**

THIS FORM CANNOT BE PROCESSED WITHOUT YOUR SIGNATURE

Signature _____ Date _____

#4 Make a copy of this form for your records and return original to the City of Saugatuck.

City of Saugatuck
PO Box 86
Saugatuck, MI 49453
peter@saugatuckcity.com

Hours M-F 9-5 pm
White Drop Box 24-7
269-857-2603 phone
269-857-4406 (fax)