



# County of Ottawa • Office of the Treasurer

Dear Taxpayer,

The Ottawa County Treasurers Office is now offering automatic payments from your bank account as an option for making a payment on your delinquent property taxes. Automatic payments are easy to do and we safeguard your bank information. **Fill out the form below and either fax, email or mail it to the contact information at the bottom of the form, please allow 2 weeks for our office to process the payment.**

We also accept partial payments of any kind. You may use this form to begin making automatic monthly payments of a manageable amount from your checking or savings account. We want to help you catch up and become paid in full.

If you are facing financial hardship, please call us at 616-994-4501. We can help you.

Amanda Price, Ottawa County Treasurer

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**Property Information:**

Property Number: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_  
\_\_\_\_\_

**Bank Account Information:**

Bank Name: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Name on Bank Account: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Account Type (check one):  Checking  Savings

**If a cancelled check or bank letter are not attached to this form, payment will not be processed until it is received**

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**Contact Information:**

E-Mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Payment Details:**

Please choose one of these payment options:

One-Time Payment of Total Balance Due to be taken out of my bank account on the

15<sup>th</sup> OR 25<sup>th</sup> of the current month (circle one)

Recurring Payment to be taken out of my bank account on the 15<sup>th</sup> of every month

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Recurring Payment Amount: \_\_\_\_\_

• ***If the 15<sup>th</sup> or 25<sup>th</sup> falls on a weekend/holiday, payment will be processed the following business day.***

• ***If this form is received less than 2 weeks before the 15<sup>th</sup> or 25<sup>th</sup>, payment will be processed the following month and will include additional interest***

## Authorization for Automatic Payment of Delinquent Property Taxes from Bank Account (ACH)

I have attached a **cancelled check** or a **letter from my bank**.

I hereby authorize the Ottawa County Treasurer to initiate electronic transactions according the payment details provided above and to my bank account at the financial institution indicated above. I further authorize the Treasurer to recover funds deposited in error by debiting my bank account or adjusting future transactions. Michigan Law governs electronic funds transactions authorized by this Agreement in all respects except as otherwise superseded by Federal Law.

I understand that requests to hold or stop ACH payments must be received 5 business days prior to the deduction date.

Account Holder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(If different than the Account Holder)*

**Please return the completed form along with a cancelled check or bank letter to the Ottawa County Treasurer's Office either by**

**FAX: (616) 994-4509 OR Email: [treasurer-ach@miottawa.org](mailto:treasurer-ach@miottawa.org) OR**

**Mail to: Ottawa County Treasurer, 12220 Fillmore Street Room 155, West Olive MI 49460**

***Please call our office at 616-994-4501 with any questions you may have about automatic payments.***