SHAWNA S. WALRAVEN
Bay County Treasurer
515 Center Avenue, Suite 602
Bay City, MI 48708
Phone: (989) 895-4285, Fax: (989) 895-4082

Rev: 10/30/2019

Dear Taxpayer,

We appreciate your payment. We accept personal checks, Visa, MasterCard, Discover, and automatic payments from your bank account. Automatic payments are easy to do, and we safeguard your bank information. Fill out the form below and fax it to the Treasurer's Office at (989) 895-4082.

We accept partial payments of any kind. You can 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 (989) 895-4285. We can help you.

Shawna Walraven, Bay County Treasurer

Authorization for Automatic Payment of Delinquent Property Taxes From Your Bank Account (ACH)

Property Information:

Property Number: _____

Address: _____

_____

Payment Details:

☐ **One-Time Payment:**

Payment Date: _____

☐ **Recurring Payment:**

Payment Day:
☐ **Every Friday**
☐ **Every Other Friday**
☐ **10th of the Month**
☐ **20th of the Month**
☐ **Other** _____

Begin Date: _____ **End Date:** _____

Payment Amount: _____

Name and Contact Information:

Name: _____

Address: _____

_____

Phone Number: _____

E-Mail Address: _____

Account Information:

Bank Name: _____

Bank Routing Number: _____

Account Number: _____

Account Type: ☐ **Checking** ☐ **Savings**

Initials:

_____ I hereby authorize the Bay County Treasurer to initiate an electronic transaction to my bank account at the financial institution indicated above. Transactions will be completed according to payment details provided 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 Michigan Law governs electronic funds transactions authorized by this Agreement in all respects except as otherwise superseded by Federal Law.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 2 business days prior to the deduction date.**

Signature: _____ **Date:** _____

Please call our office at (989) 895-4285 with any questions you may have about automatic payments.

Fax completed form to: (989) 895-4082
OR mail to: Bay County Treasurer
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Bay City, MI 48708