

## **TOWN OF SHELBURNE AUTOMATIC TAX PAYMENT PROGRAM**

The Town of Shelburne is pleased to offer the convenience of Automatic Tax Payments to Town property owners.

Under this program, your property tax payments are automatically deducted on each due date from the bank account you specify. This assures timely payment, saves you time and eliminates the possible loss of the payment in the mail.

The electronic payments can be deducted from your checking, money market, or statement savings account and will be reflected on your bank statement.

To take advantage of this service, please complete the enrollment form on the following page and return it to the attention of Candy Bessette at the address shown.

If you have any questions, please contact Candy Bessette at 985-5120 or Peter Frankenburg at 264-5034.

Please note that once this service is started, it will continue for future payments until you notify us otherwise.

If you wish to discontinue this service or make any changes to the bank information, please notify us in writing as soon as possible. We will need to receive this notification no later than 7 days prior to the due date to make changes. Unless we hear differently, we will continue to deduct property tax payments from your bank account on each due date. If you sell your property or if a mortgage company will be paying your taxes, please notify us to discontinue the automatic payment for your account.

If there are insufficient funds in the bank account, the account is closed or the bank routing/account number are not valid on the withdrawal date, we will not be able to apply a payment to your account. If this happens, the installment due on that date will be considered unpaid and subject to late payment penalty and interest charges.

Thank you for taking advantage of this service.

**Town of Shelburne**  
**Automatic Tax Payment Program -- Enrollment Form**

       **Yes, I would like to enjoy the safety and convenience of enrolling in a free Automatic Tax Program.**

To Enroll, simply:

1. Write **“VOID”** across a check for the checking account from which you want your tax payment to be withdrawn and complete the account information section at the bottom of this page; **OR**,

If you would like your payments withdrawn from your savings or money market account, please complete the account information section at the bottom of the page.

2. Sign this form, and mail it with the voided check (if applicable) to:

**Town of Shelburne**  
**Attn: Candy Bessette**  
**P.O. Box 88**  
**Shelburne, VT 05482**

I authorize the Town of Shelburne to instruct my financial institution to deduct property tax payments directly from my account. If at any time I wish to discontinue the service, I will notify the Shelburne Town Clerk in writing, within 60 (sixty) days of my next scheduled payment. Please be aware if you sell your property or switch to escrowing your taxes you must notify us that you wish to discontinue the automatic payment program. You also must notify us of any changes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parcel ID# (for all properties you wish to pay automatically)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Address

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

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

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

\_\_\_\_\_  
    Checking    \_\_\_\_ Savings