

## **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 payments, 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 BettyJean Bogue at the address shown.

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, 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 penalty and interest charges.

If you have any questions, please contact BettyJean Bogue at 802-985-5120.

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. Provide us with a copy of a check for the checking account from which you want your tax payment to be withdrawn and complete the account information section at the bottom of this page; **OR**,  
If you would like your payments withdrawn from your savings or money market account, please complete the account information section at the bottom of the page.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 email to [bbogue@shelburnevt.org](mailto:bbogue@shelburnevt.org) or mail it with the copy of the check (if applicable) to:

**Town of Shelburne  
Attn: BettyJean Bogue  
PO 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 this service, I will notify the Shelburne Finance Department 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 # \_\_\_\_\_ Email address: \_\_\_\_\_  
(for all properties you wish to pay automatically)

Name: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

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

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

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

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

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