

# ACH DEBIT ENROLLMENT B\_\_\_\_L\_\_\_\_

## South Brunswick Township Block & Lot verified \_\_\_\_\_

Dear Taxpayers & Water and/or Sewer Customer:

The Township of South Brunswick is pleased to be able to serve our residents by allowing direct bill payment utilizing automatic debit from your checking or savings account (ACH Debit). ACH debit electronically moves your payment from your bank to ours. It is a safe, efficient process for making property tax and/or water & sewer payments. You will never have to worry about paying your bill at the last minute as your account will automatically be paid on a specific day each quarter. No checks to write and no payments to mail.

**MONEY MARKET ACCOUNTS CANNOT BE ENROLLED!**

**Taxes** (Excel \_\_\_\_ Edmunds ACCT INFO \_\_\_\_ BC \_\_\_\_ MSG \_\_\_\_ NOTES \_\_\_\_ ) **Tax Effective** \_\_\_\_\_

\*\*\*\*\***FOR OFFICE USE ONLY**\*\*\*\*\*

Your tax bill is sent to you twice annually (The 3<sup>rd</sup> quarter estimated bill is mailed in June, and the 4<sup>th</sup> quarter final/1<sup>st</sup> & 2<sup>nd</sup> quarter preliminary bill is mailed in September/October, so please mark your calendar accordingly. Be advised, funds must be available on the quarterly due date for property taxes, February 1, May 1, August 1, November 1.

**Water/Sewer** **Edmunds** ACCT INFO \_\_\_\_ MSG \_\_\_\_ NOTES \_\_\_\_ ) **W&SEffective** \_\_\_\_\_

\*\*\*\*\***FOR OFFICE USE ONLY**\*\*\*\*\*

Your water and/or sewer bills are sent to you quarterly so that you will be aware of the date and amount that will be debited from your bank account.

**Block** \_\_\_\_\_ **Lot** \_\_\_\_\_ **Qualifier** \_\_\_\_\_ **Tax Acct#** \_\_\_\_\_ **W&S Acct#** \_\_\_\_\_  
(If applicable)

**Property Location:** \_\_\_\_\_

**Property Owner(s):** \_\_\_\_\_

**Owner Mailing Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

For taxes, please return this form at **least 15 days prior to the Quarter due date**. For Water & Sewer, please return this form at least **15 days prior to the Quarterly Billing date**. You must attach a **CURRENT VOID CHECK**.

**A \$20.00 FEE WILL BE CHARGED TO THE ACCOUNT FOR ITEMS RETURNED BY THE BANK FOR INSUFFICIENT FUNDS!**

**PLEASE NOTIFY THIS OFFICE IMMEDIATELY IF, IN THE FUTURE, YOU WILL BE SELLING YOUR PROPERTY OR NO LONGER WISH TO PARTICIPATE IN THE ACH PLAN, SO THAT WE CAN REMOVE YOUR BANK ACCOUNT INFO FROM OUR SYSTEM.**

\*\*\*\*\***Please sign the Appropriate Authorization: (Either one or both)**\*\*\*\*\*

**Municipal Charges (Property taxes AND Water/Sewer/Fire) MUST BE KEPT CURRENT TO ENROLL OR REMAIN ON ACH**

I authorize the ACH Debit for Property Taxes: \_\_\_\_\_ **Date** \_\_\_\_\_

(This will remain in effect until we are notified by written cancellation by the property owner)

I authorize the ACH Debit for W & S: \_\_\_\_\_ **Date** \_\_\_\_\_

(This will remain in effect until we are notified by written cancellation by the property owner)

Please be assured that your banking information will be maintained in secure files and utilized only for the transactions authorized by this form.