

AUTOMATED PAYMENT PROGRAM

THE PROGRAM

When you sign up to participate in the Automated Payment Program, your property taxes and/or water/sewer payments are automatically withdrawn from your checking or savings account on the due date. The program is governed by the rules of the National Automated Clearing House Association (NACHA), and you can stop participating at anytime with appropriate notification.

WHY SHOULD I CONSIDER SIGNING UP?

- Provides you peace of mind – No chance of forgetting to pay your tax and/or water/sewer bill(s) on time and no need to worry about your payment being lost in the mail because the payments will be automatically withdrawn from your account on the effective due date(s).
- Your payments are made safely, accurately and timely by using the Automated Clearing House system, the same system that directly deposits millions of paychecks and over half of all Social Security checks.
- Save you time and money – No more writing checks, paying postage or mailing your payments. No need to any longer drive your payments to the town office on the due date.
- Utilizes your tax dollars more efficiently by saving the Town time and money.

HOW DOES IT WORK?

- Checking and savings accounts can be accessed through the Automated Payment Program. Paperwork to sign-up for this service must be received by the Town Treasurer no later than twenty-one (21) days (three weeks) prior to the due date to effectively set-up a pre-notification to your bank and avoid any unforeseen complications.
- If the respective tax due date fall on a Saturday, Sunday or holiday, the payment will be taken out on the next business day without penalty.
- Your bank statement will serve as receipt for your tax records.