



# PAY YOUR CITY OF MIDLAND PROPERTY TAX BILL\* EASILY AND AUTOMATICALLY!



No more check writing! No more postage! No late payments! You can pay your City of Midland property tax bill automatically from your bank account using an easy and convenient program called Auto-Pay, an electronic funds transfer program. All you have to do is complete and return the bottom portion of this page along with a voided check or deposit slip from your bank account.

## Frequently Asked Questions

**WHAT IS THE AUTO-PAY PROGRAM?** Auto-Pay allows your tax bill to be automatically paid from your savings or checking bank account. When you sign up for the program, your City of Midland property tax bill will be paid on the date it is due.

**WHAT ARE THE ADVANTAGES OF AUTO-PAY?** Automated payment plans offer you the convenience of making time-sensitive payments without having to write a check. Even if you are away, your tax bill will be automatically paid from your savings or checking account.

**HOW SECURE AND RELIABLE IS IT?** Auto-Pay is a secure, reliable way to pay your property tax bill. When you authorize Auto-Pay, you are giving the City of Midland permission to withdraw the amount of each City tax bill from your checking or savings account. The withdrawals are done by your financial institution. Your monthly bank statement will indicate that the withdrawal has been made.

**WILL I STILL RECEIVE A TAX BILL?** Yes, but for recordkeeping purposes only. Also, a letter will be sent reminding you that the bill will be auto-paid on the due date. Tax bills are mailed on July 1 and December 1 of each year, or as close to those dates as possible.

**HOW WILL I KNOW WHEN I'M ENROLLED AND THE AUTOMATIC PAYMENTS WILL BEGIN?** The Treasurer's Office will contact you by letter or e-mail to confirm your enrollment and to notify you of the tax due date when the first automatic payment will occur.

**WHAT HAPPENS IF A PAYMENT IS REJECTED?** Payments may be rejected by your financial institution because of insufficient funds, closed/unauthorized accounts, or for other reasons. *If this occurs, the City will apply a four percent (4%) penalty fee to your bill.* Check with your financial institution for possible fees it may impose if your payment is rejected.

**WHAT IF MY BANKING INFORMATION CHANGES?** Please notify the City of Midland Treasurer's Department of a change in banking information by resubmitting the form below with the updated information, including the date the change is effective. *NOTE: If an automatic payment fails because the City was not informed of a bank account change, a four percent (4%) penalty fee will be applied to your bill.*

**WHO DO I CONTACT FOR MORE INFORMATION?** For further information about this great time-saving service, please contact the City of Midland Treasurer's Department at 989-837-3315 or e-mail us at [treasurer@midland-mi.org](mailto:treasurer@midland-mi.org).

## Auto-Pay Enrollment Authorization – City of Midland Property Tax Bill

I authorize the City of Midland to initiate withdrawals from my account at the financial institution named in this application for payment of my bi-annual City of Midland property tax bill(s). This authorization will remain valid until the City of Midland, my financial institution, or I revoke it.

I understand the Auto-Pay program is an alternative method of payment only and does not otherwise affect my rights or the rights of the City of Midland or my financial institution with respect to each other. I further understand the City of Midland and my financial institution reserve the right to terminate the Auto-Pay program and/or my participation in it. If I wish to discontinue participation in the Auto-Pay program I shall do so by notification in writing to the City of Midland Treasurer's Office at the address provided at the bottom of this form.

**Please check if:**  you are a new applicant **OR**  there's been a change in your banking information below (date change is effective \_\_\_\_\_)  
(If you have multiple properties that you want enrolled in Auto-Pay, please list them on lines a, b, and c below)

Tax Account ID(s): a) \_\_\_\_\_ b) \_\_\_\_\_ c) \_\_\_\_\_

Property Address(es): a) \_\_\_\_\_ b) \_\_\_\_\_ c) \_\_\_\_\_

Your E-Mail Address: \_\_\_\_\_ Your Phone No: \_\_\_\_\_

Financial Institution: \_\_\_\_\_ Bank account type from which payment will be drafted:  Checking **or**  Savings

Authorized Account Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Authorized Account Holder: \_\_\_\_\_

**Please attach voided check (if checking account is selected) or voided deposit slip (if savings account is selected). A voided check or deposit slip MUST be attached to enroll in the City of Midland Auto-Pay program.**

*Mail completed form to: City of Midland Treasurer's Department, 333 W. Ellsworth St., Midland, MI 48640*

*\*If you receive a City of Midland property tax bill, you are eligible to enroll in the Auto-Pay program.*