

TOWN OF BRATTLEBORO, VT
Direct Debit
Quarterly Tax Payments / Quarterly Utility Payments

New _____ Change _____ Effective Date _____
Tax Payments: _____ Utility Payments: _____ Both Payments: _____

You may sign up to have your quarterly property tax / utility installments transferred electronically from your bank account to the Town. When you sign up for this program, we will debit your bank account for the exact amount of your quarterly tax / utility installment on the actual due date for each installment. You will still receive your bill in the mail. **Unless we receive written notification from you at least fifteen (15) days prior to the Installment's due date, we will automatically debit your account for the amount of the bill on the due date.**

This form must be delivered in person to the Treasurer's Office at least fifteen (15) days prior to the quarterly bill due date or it will not be in effect until the following quarter.

To insure the correct account and routing numbers please, bring a voided check or copy of a check. For savings account please, bring the account number and routing information.

Please read the form carefully.

I _____, herewith authorize the Town of Brattleboro to debit my bank account listed below in the exact amount of my quarterly tax / utility installment on the due date of each bill. **Said authorization will remain in effect until cancelled in writing. All cancellations must be received in the Treasurer's Office 15 days prior to the due date.** Said authorized is to be used expressly for the payment of my property tax / utility account(s).

Name on Property Account: _____ Parcel Id Number: _____
Property Location: _____
Bank Name: _____ Address: _____
Bank Account #: _____ Checking _____ or Savings _____ (check one)
Bank Routing #: _____

I hereby acknowledge that I have signature authority on the above listed bank account and agree that sufficient funds will be available in said bank account on the tax and / or utility installment dates to permit payment of the above account/s. I understand that failure to maintain sufficient funds in the above account will result in Town assessing interest and penalties in the tax and / or utility installment then overdue at rates as stated on the tax and / or utility bills, plus a **\$25.00** service charge. I also understand that it is my responsibility to notify the Town if there is a change in my bank name or my account number. Failure to do so will result in the Town assessing interest and penalties on that overdue utility bill as outlined on you bill. **Please cancel direct debit when property is sold.**

I further agree that this direct debit authority will remain in effect indefinitely, unless and until I provide at least seven (7) business days written notice of its cancellation to the Town of Brattleboro Treasurer's Office.

Print Name _____ Date _____

Signature _____ Telephone # _____

E-Mail _____