



**REQUEST FOR INSTALLMENT PAYMENT
AUTHORIZATION FOR AUTOMATIC
WITHDRAWAL OF PROPERTY TAXES**

YEAR
File Mark

INSTRUCTIONS:

To be filed annually with the county treasurer of the county where the property is located.
See reverse side for additional instructions and qualifications.

TAXPAYER INFORMATION			
Name of Taxpayer		Telephone number ()	
Mailing Address (number and street or P.O. box, city, state, and ZIP code)			
Parcel A	Parcel B	Monthly payment date (example: 15th)	Number of installments / Amount per installment (county use only - see reverse)
Parcel C	Parcel D		
		Number	Amount
CERTIFICATION FOR AUTOMATIC WITHDRAWAL (OPTIONAL)			
<input type="checkbox"/> I certify that I wish to have my property taxes automatically deducted from the account listed below. By submitting this form I authorize my financial institution to deduct, on the date specified above, the above-listed amount from my account and pay it to the _____ County treasurer. I further understand that if for any reason I fail to make sufficient payment in accordance with this agreement, I will be liable for penalties under the law.			
Name of Financial Institution		Routing Number	Account Number
			Account type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
AUTHORIZATION			
Signature of taxpayer			Date signed (month, day, year)

RECEIPT FOR INSTALLMENT PAYMENT AND AUTOMATIC WITHDRAWAL OF PROPERTY TAXES			
Name of Taxpayer		Date filed (month, day, year)	
Parcel A	Parcel B	Monthly payment date	Number of installments / amount per installment
Parcel C	Parcel D		
		<input type="checkbox"/> Automatic withdrawal	
		Number	Amount
Signature of county treasurer			Date signed (month, day, year)

INSTRUCTIONS AND QUALIFICATIONS

GENERAL INSTRUCTIONS

- For taxes first due and payable in (year), _____ County has authorized the collection of property taxes in ___ equal installments.
- The county has also authorized the use of automatic withdrawals for qualifying taxpayers from a selected bank account.
- In order to be eligible, the taxpayer must file an application annually at least ___ days prior to the first installment of taxes are due.

IMPORTANT INFORMATION

- The amount of the monthly deduction or monthly installment payment is the amount of the tax liability (either actual or provisional) for the current year payable in the installment or installments identified in the ordinance divided by the number of monthly deductions.
- If the amount of the tax liability is not known, the county treasurer shall do the following:

STEP ONE: Determine the amount of tax liability that applied for the preceding year.

STEP TWO: Determine the quotient of:

- a. the number of property tax installments for the current year identified in the ordinance; divided by
- b. the total number of property tax installments for the current year.

STEP THREE: Multiply the STEP ONE result by the STEP TWO result.

STEP FOUR: Determine the quotient of:

- c. the STEP THREE result; divided by
- d. the number of monthly deductions or the number of monthly installments.

Once a tax bill can be accurately calculated, the county treasurer will notify the taxpayer to develop a method to reconcile the difference between prior payments and what is ultimately owed by the taxpayer.

- Penalties under IC 6-1.1-37-10 apply to taxpayers using a monthly deduction or monthly installment plan if the taxpayer misses a payment in the installment or pays less than the amount due in a particular installment or deduction, or if there are insufficient funds available to make the monthly deduction from an account. However, if the taxpayer pays the taxes due according to the monthly installment or monthly deduction plan, the taxes are not considered delinquent.