

Goodhue County Direct Payment Plan Authorization for Automatic Withdrawal

Property Information: (Please Print)

Taxpayer's Name (s): _____

Parcel # ____ - ____ - ____

Taxpayer's Name (s): _____

Parcel # ____ - ____ - ____

Taxpayer's Name (s): _____

Parcel # ____ - ____ - ____

** Additional Parcels may be added on the back, if necessary please indicate: ____

Taxpayer's Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone Number: () _____

Home Phone: () _____

Email Address: _____

I hereby Authorize Goodhue County to debit my (our) account for payment of real estate taxes for the parcel(s) described above. I authorize the:

_____ Semi-annual deduction of Payments: Payments will be made on the due dates

The account information is as follows: **Please attach a voided check providing the following information**

Name (s) on Account: _____

Financial Institution Name: _____

Bank Routing/Transit Number: _____

Account# _____ Checking ____ Savings ____

This authority is to remain in effect until Goodhue County has received written notification to terminate this authorization, or Goodhue County requires termination and notifies me.

Signature: _____ Date: _____

Signature: _____ Date: _____

For Office use only

Received Date: _____ Effective Date: _____ End Date: _____

ACH Number: _____ Taxpayer ID: _____

Goodhue County
Automated Clearing House
Payments Policy & Procedures

Policy

It is Goodhue County's policy to accept payments for property taxes through an Automated Clearing House (known as ACH), as per Minnesota Statute 471.381 subd. 2. There is no cost to participate in the ACH payment program. However, if at anytime an enrollee does not have sufficient funds to cover the payment or has closed the account without providing a thirty day notice to the Finance Department, they will be terminated from the program, and charged a \$30.00 non-sufficient funds fee.

Procedures

- The ACH program is administered and maintained by the Finance Department.
- Any individual may request to make payment by ACH.
- All application forms are to be filed with the Finance Department and must be signed prior to approval to the program. The form requires banking information and payment type detail and must be accompanied by a voided check. Application forms will be accepted for up to 3 weeks prior to the scheduled payment date.
- The Finance Department prepares a file for the banking institution, which is the receiving bank, prior to the payment date. This file includes names, bank account and routing numbers and amounts to be debited. Payment will be taken out of the taxpayers' account on the due date. If the due date falls on a weekend or a holiday, the payment will be taken out on the following business day.
- In the case of property taxes, a reminder notice is mailed to the taxpayer approximately one week prior to the bank withdrawal. This notice will state the date and amount of the withdrawal.
- The Finance Department verifies all incoming ACH payments and processes all payments.
- Enrollees will remain in the program unless a written request to withdraw is received by the Finance Department or the enrollee has been terminated from the program. The Finance Department will provide written notification to all individuals terminated from the program.
- Goodhue County reserves the right to end the program at any time provided applicants receive a thirty day written notice.

Completed applications should be mailed to:

Goodhue County Auditor/Treasurer
509 W 5th St
Red Wing, MN 55066

Questions? Please call 651-385-3032