

CLAY COUNTY, MINNESOTA

Authorization for Direct Debit Payment of Property Taxes

Please fill out a separate authorization form for each property you wish to enroll

Property ID Number

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PLEASE PRINT:

Property Address: _____ Unit # _____

Taxpayer's Information:

_____	_____
First Name	Last Name
_____	_____
Daytime phone number	E-mail address

Mailing Street Address:

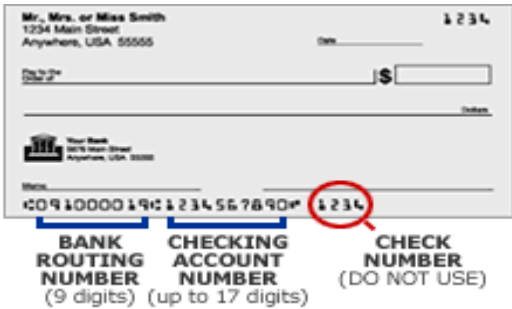
_____	_____	Unit # _____
_____	_____	_____
City	State	Zip

Name of Financial Institution _____

Account Type (Check One):

CHECKING

SAVINGS



The series of numbers printed at the bottom of a check are the routing/transit numbers, the account number and check number – but are not always printed in that order.

Please note: If you choose to have withdrawal from your **savings account**, you must obtain the appropriate routing/transit information from your financial institution. The routing/transit information on your **savings** deposit or withdrawal slips is not accurate for direct debit purposes.

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Routing/Transit Number (Must be 9 digits)

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Account Number (up to 17 digits)

I hereby authorize Clay County to debit my (our) account for payment of real estate taxes for property described above. This authority is to remain in effect until Clay County has received written notification to terminate this authorization or Clay County requires termination and notifies me.

Signature

Date

Important Note: After completing and printing the form, make sure you CLEAR the form by clicking the "CLEAR FORM" button. If you do not CLEAR the form, your information will be disclosed to those persons subsequently using the computer.

Direct Debit Agreement

Confirmation of your enrollment in the program will be a property tax statement. The statement will indicate that you are participating in the Direct Debit program and the payment stubs will show the amount and date on which your bank account will be debited. Your payments will normally be withdrawn from your account on May 15 and October 15, however, should these dates fall on a weekend, the payment will be debited from your account within the next three business days. Your bank statement will be your record of payment.

Your participation in the Direct Debit program will remain in effect until Clay County receives your written request to terminate the direct payment status. Please notify our office at least three weeks prior to tax installment due date to avoid having the payment debited. Notification of termination should be mailed to: Clay County Auditor-Treasurer, PO Box 280, Moorhead, MN 56561-0280.

Clay County reserves the right to terminate the direct payment status if the parcel reflects a property combination or division, tax adjustment, tax court petition in process, or if any attempt to debit your account is rejected by your financial institution. You will be notified of any termination of the program by mail along with a Property Tax Statement that will reflect any balances due and owing for the year.

Mail your completed form to:
Clay County Auditor-Treasurer
PO Box 280
Moorhead, MN 56561-0280