Butler County Collector

Emily Parks
100 N. Main Street
Poplar Bluff, MO 63901
Phone: 573-686-8088 - Fax: 573-778-8039
email: eparks@butlercountymo.com
www.butlercountymo.com

Working Today For A Better Tomorrow

Authorization Agreement For Automated Payments (ACH Debits)

I (we) hereby authorize **BUTLER COUNTY COLLECTOR** to initiate debit entries to my (our) Checking Account/Savings Account (select one) indicated below at the depository financial institution named below, hereinafter called **DEPOSITORY**, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U. S. Law. The taxpayer understands that failure to notify the Collector's Office of any account changes, which result in a payment not being honored by the financial institution, may result in late penalty and interest charges for which the taxpayer will be responsible. By signing this authorization form, the taxpayer agrees to participate in the **AUTOMATED PAYMENT SERVICE** program as outlined in this payment agreement until further notice.
Your Account will be debited or credited on the 10ᵗʰ of every month.

Bank

City _____ State _____ Zip Code _____

Routing Number_____ Accounting Number_____ Account Type_____

This authorization is to remain in full force and effect until **COLLECTOR** has received written notification from taxpayer as signed below of its termination no less than five working days before the due date as to afford **COLLECTOR** and **DEPOSITORY** a reasonable opportunity to act on it.

Name(s)

Mailing Address _____

Date_____ Signature(s)_____

Daytime Phone Number_____ e-mail_____

Account numbers and Dollar Amounts for each Tax bill from Preceding Year that will be Used
(Additional sheet is included if more account numbers are needed)

Account # _____   _____   _____   _____   _____   _____

Amount $ _____   _____   _____   _____   _____   _____

IMPORTANT: CURRENT TAX AMOUNTS WILL BE DEBITED OR CREDITED TO THIS ACCOUNT IN DECEMBER ACCORDINGLY UNLESS OTHERWISE NOTIFIED TO MAKE BILLS CURRENT.

NOTE: ALL WRITTEN DEBIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.

SAVINGS DEPOSIT SLIP OR VOIDED CHECK MUST BE ATTACHED TO AUTHORIZATION FORM

A $25.00 FEE WILL BE CHARGED IF WE ARE UNABLE TO PROCESS AN INSTALLMENT PAYMENT DUE TO THE ACCOUNT BEING CLOSED OR INSUFFICIENT FUNDS.

Automated Payments (ACH Debits) Fact Sheet

What is the "Automated Payment Service"?
This service allows you the option of having your (current) county tax payments automatically deducted from your bank account at one of the payment options that you specify. APS is identical to the process used by any individuals to pay mortgage and insurance payments. **NOTE: This service is only of current taxes not delinquent taxes.**

Can payments for other county services be made through the APS service?
At this time, only payments for (current) taxes can be made.

What are the benefits of using his service?
Once you sign up for APS, you never have to worry about missing a tax due date and incurring late payment charges. If you choose the monthly installment option for taxes, the financial burden is spread over several months, and in addition to the convenience, you have a reduced expense of check writing and your postage costs are also decreased. Your paid tax receipts will be mailed to you when transactions are completed.

How many options for taxes do I have with this service?
Monthly Option – which are made in eleven installments for equal amounts, with the twelfth and final installment made for the balance of the tax due.

Is there a minimum amount to use the APS service?
Yes, there is a $200.00 minimum amount for Real Estate taxes and a $200.00 minimum on Personal Property taxes.

Is there any charge to me for using this service?
No. This is a free service offered for your convenience.

How is my automatic deduction calculated?
Your tax installments will be based on the previous year's tax totals, the balance of the actual tax due will be reflected in your last installment payment.

What is the procedure if I miss a payment?
The total tax bill is due by December 31st. Failure to make a scheduled payment may result in late charges and/or the termination of said payment plan. A $25.00 fee will be charged if we are unable to process an installment payment due to the account being closed or insufficient funds.

If I choose to make my payments monthly through the service, will interest be paid on those funds deducted before the due date of my bill?
No, while this is a free service for your convenience, it does require administrative effort of the county's part. The interest earned will be administered the same as other county interest bearing accounts.

How do I terminate my APS service?
This Authorization is to remain in full force and effect until Collector has received written notification from taxpayer as signed below of its termination no less than ten working days before the due date as to afford the **Collector** and **Depository** a reasonable opportunity to act on it.

How do I sign up for the Service? Do I have to reapply each year?
Simply complete an authorization form and return it to our office. You do not have to reapply each year once you enroll in the program, the service continues from each year until you request it to be terminated by written notification to the Collector's Office.

How will I know when my service has been activated?
It takes approximately 6 – 10 days for us to activate your APS service. Once this has been done the amount of the tax bills for which you choose to pay through APS will be specially marked and payment will be made through the APS service.

If you have any other questions about participating in the option to pay your taxes in monthly installments, please contact the Collector's Office at (573)-686-8088, email us at collector@butlercountymo.com, or write to us.

Automated Payment Service (ACH Debit)

ADDITIONAL ACCOUNTS

Account numbers and Dollar Amounts for each Tax bill from Preceding Year that will be used

Account #_____   Amount $_____

Account #_____   Amount $_____

Account #_____   Amount $_____

Account #_____   Amount $_____

Account #_____   Amount $_____

Account #_____   Amount $_____

Account #_____   Amount $_____

Account #_____   Amount $_____