



## **Town of Wilbraham – Real Estate Tax Direct Payment Program**

The Town of Wilbraham is pleased to offer you a pre-authorized payment program, i.e.; “Direct Payment”, for **Real Estate Taxes** owed the Town. With direct payment, bills will be sent to taxpayers using the Direct Payment on the same schedule as bills sent to all taxpayers. On the date payment is due, the required amount will be automatically debited from the bank account authorized by the taxpayer. Please make sure there are adequate funds available to cover this authorized debit. The account may be at any bank/banking institution that participates in the “Automated Clearinghouse” system; this includes over 95% of all banks in the nation.

**Property owners whose taxes are included in their mortgage CANNOT participate in this program.**

The advantages of the Direct Payment plan are:

- No longer any need to write a check or address envelopes (also saves on postage).
- Your real estate taxes are automatically paid on the due date, eliminating the chance of being assessed penalties and interest.
- Saves you the time and cost of making a special trip to the Town Hall.
- Worry free. Bills are paid when you are on vacation, out of town or if you're ill.

There is no charge from the Town for this service, however, you should check with your financial institution to determine what charges, if any, they may have. The taxpayer may cancel the “Direct Payment” program at any time; all that is required is 21 days written notice to the Town Collector that the taxpayer wishes to terminate the service. Don't forget...if you change your bank, please notify this office.

If you wish to participate in the “Direct Payment” program, please fill out the authorization form below, detach, and return to the Collector's Office, Wilbraham Town Hall, 240 Springfield Street, Wilbraham, MA 01095.

For more information, please call Janet Costa, Assistant Collector @ 596-2800, Ext. 206.

Sincerely, Thomas P. Sullivan, Collector/Treasurer

### **AUTHORIZATION FORM**

Town of Wilbraham “Direct Payment” Program

(There is no Town charge for this service)

Please include a check with “VOID” written across it from the account you wish to use in paying your real estate tax(es) and/or fees. **Be sure to keep a copy of this completed form for your records.**

NAME: \_\_\_\_\_ Telephone # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FIRST DIRECT PAYMENT- (circle one) – February May August November YEAR: \_\_\_\_\_

### **REAL ESTATE TAXES TO BE PAID THROUGH “DIRECT PAYMENT” PROGRAM:**

Address: \_\_\_\_\_ Bill # \_\_\_\_\_

Financial Institution where account is located: \_\_\_\_\_

Account Number: \_\_\_\_\_ Routing #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

By completing this form, I understand that I authorize my bank or financial institution to make payments directly from my account noted above to the Town of Wilbraham for the purpose of paying real estate taxes and/or fees. I control these payments, and if at any time I wish to discontinue my participation in the “Direct Payment” Program, I may do so by notifying the Town Collector at the address noted below. Such notification must be in writing and received by the Collector 21 days before I wish the service to be discontinued. I agree to notify the Collector's Office of any change in my financial institution and/or bank account number which is to be debited.

**RETURN COMPLETED FORM TO:**

Town of Wilbraham – Collector's Office – 240 Springfield Street – Wilbraham, MA 01095