



Wayne County Treasurer

*401 E Main St
Richmond, IN 47374
(765) 973-9238*

*Nancy Funk, Treasurer
Cara Hollingsworth, Chief Deputy*

10 Month Installment Plan

Pursuant to IC 6-1.1-22-9.7, payments for Wayne County real and personal property taxes may be automatically deducted from your checking or savings account over the course of a ten-month payment plan. Enrollment is available in the months of June and December. Taxes **must** be current to enroll.

Installment payments are figured by taking your estimated yearly tax liability and dividing this amount by 10. (Example: $\$425.00 \div 10 = \42.50) That amount (\$42.50) becomes your monthly installment payment amount. Each month, excluding May and November, we will make the appropriate deduction from your designated account, and apply these funds to your real or personal property tax liability.

We DO NOT take payments in May and November.

In April, when new tax rates are implemented, we will re-figure your monthly installment payment. This is done to ensure that all tax liabilities will be appropriately paid through the 10 Month Installment Plan. Our office will notify you **ONLY IF** your monthly installment payment changes. If you do not receive notice from our office, your monthly installment payment will remain unchanged. The 10 Month Installment Plan is based on your estimated yearly tax liability, and that estimate may change at any time. Penalties will be waived if we have not collected enough through the 10 Month Installment Plan to cover your current year tax liability.

Per IC 6-1.1-22-8.1, you will still receive your yearly Tax Remittance Coupons, and the County Treasurer's Form TS-1A showing all real and personal property tax related information.

Monthly Installment Payments may be deducted either the 5th or 20th of each month per your designation.

Withdrawals from your checking or savings account will be automatic. There will be no prior notice.

If, for any reason, funds are not available when an installment payment is made, you will be removed from the plan immediately, a \$27.50 charge will be placed on your parcel, and you will be ineligible for further installment plans.

You may enroll by completing the attached forms and returning them to the Wayne County Treasurer's Office.

If you have any questions regarding the Wayne County Treasurer's Monthly Installment Payment Plans, please contact our office at (765) 973-9238.

WAYNE COUNTY TREASURER

**MONTHLY INSTALLMENT PAYMENT PLAN
AUTHORIZATION**

Payment Agreement

This Payment Agreement, made and entered into by and between the Treasurer of Wayne County (Treasurer) and _____ (Taxpayer),

WITNESSETH

WHEREAS the taxpayer is desirous of making periodic payments toward said Taxpayer's tax obligations on real and personal property:

<u>PARCEL NUMBER</u>	<u>DEEDED OWNER</u>	<u>AMOUNT</u>
_____	_____	\$
_____	_____	\$
_____	_____	\$
_____	_____	\$
_____	_____	\$
_____	_____	\$
_____	_____	\$
_____	_____	\$
_____	_____	\$
_____	_____	\$

WHEREAS the Treasurer is willing to accept such payments and apply them to the Taxpayer's obligation to the above referenced property.

NOW, THEREFORE, the parties agree as follows:

1. On the fifth (5th) **OR** the twentieth (20th) of each month as set forth by the taxpayer, (specify date request here) _____, the Taxpayer shall pay to the Treasurer via an EFT (electronic funds transfer) from the Taxpayers checking or savings account (specify account type) _____.
2. The date the payments are to begin: _____ (Month, Day, Year).
3. The Treasurer shall apply all funds received to the prompt payment of the Taxpayer's property tax parcel.
4. The funds held by the Treasurer shall not earn interest and are not insured by any federal agency.

5. The Treasurer will not charge the Taxpayer for holding and applying said funds.
6. If requested, the Treasurer shall give the Taxpayer, without charge, an annual accounting of the funds deposited.
7. If there is a surplus of the funds held by the Treasurer, the Treasurer shall account to the Taxpayer for the surplus. The surplus shall be applied to the property tax as a Future Payment and held until the next tax liability, to which it shall then apply.
8. Either party may terminate this Agreement upon fifteen (15) days written notice.
9. Nothing contained in the Agreement, other than the payment in full of all taxes, shall relieve the Taxpayer of the duty to pay taxes as required on the property above listed.
10. Said payment plan does not protect the above listed property from collection proceedings if the full tax liability is not met by the due date.
11. If full payment of tax liability is not met by the due date, penalty will be waived for the immediately following spring and fall installment.
12. The Taxpayer agrees to promptly notify the Wayne County Treasurer if their banking account information changes.
13. The Taxpayer acknowledges that the receipt of a billed statement for property taxes from the Wayne County Treasurer constitutes prior notice about the Taxpayer's prearranged payments. Payments may differ from installment to installment.

WAYNE COUNTY TREASURER

**INSTALLMENT TAX PAYMENTS
ELECTRONIC FUNDS TRANSFER AUTHORIZATION AGREEMENT**

Instructions:

- 1. Requestor will complete Section 1 and Section 2.
- 2. Requestor will file completed form with:

**Wayne County Treasurer's Office
401 East Main Street
Richmond, IN 47374**

SECTION 1: REQUEST and AUTHORIZATION

NAME as shown on the account

ADDRESS (Number and Street and/or P.O. Box) CITY, STATE, ZIP CODE

CONTACT PERSON TELEPHONE NUMBER

E-MAIL ADDRESS

The above-listed Payor requests to make periodic payment(s) by means of an electronic transfer of funds and authorizes the same under the terms stated herein.

It is understood by the undersigned Payor that the Wayne County Treasurer's Office may (1) make deductions in various and varying amounts, by electronic transfer of funds through automated clearing house (ACH) processes, to the below listed checking or savings account designated in the depository named below, and (2) *if necessary*, initiate debit entries or adjustments *solely to correct any credit error resulting from a deposit/credit entry that way made under this authorization*. The Payor may revoke or cancel this request and authorization by notifying the Wayne County Treasurer's Office in writing at least fifteen (15) days prior to any payments due to the Wayne County Treasurer's Office. Any change to the account or to a new financial institution will require a new Electronic Funds Transfer Authorization Agreement. Failure to notify the Wayne County Treasurer's Office of an account change will delay payment.

SECTION 2: DEPOSITORY'S APPROVAL

The above is satisfactory, and the undersigned designated depository agrees to accept such automated deductions.

NAME OF DEPOSITORY (BANK) ABA ROUTING NUMBER (9 DIGITS)

ACCOUNT NUMBER ACCOUNT TYPE

SIGNATURE DATE

PRIVACY ACT STATEMENT

The above information is provided to comply with the Privacy Act of 1978 (P.L. 95-630). All information collected on this form is required under the provisions of 31 U.S.C 3322 and 31 CFR 210. This information will be used by the Wayne County Treasurer's Office to transmit payment data by electronic means to the payor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.