

## **TOWN OF SHELBURNE AUTOMATIC TAX PAYMENT PROGRAM**

The Town of Shelburne and Charter One Bank are pleased to offer the convenience of Automatic Tax Payments to Town property owners.

Under this program, your property tax payments are automatically deducted on each due date from the bank account you specify. This assures timely payment, saves you time and eliminates the possible loss of the payment in the mail.

The electronic payments can be deducted from your checking, money market, or statement savings account and will be reflected on your bank statement.

To take advantage of this service, please complete the enrollment form on the following page and return it to the attention of Colleen Haag at the address shown.

If you have any questions, please contact Colleen Haag at 264-5036 or Peter Frankenburg at 264-5034.

**Town of Shelburne**  
**Automatic Tax Payment Program -- Enrollment Form**

       **Yes, I would like to enjoy the safety and convenience of enrolling in a free Automatic Tax Program.**

To Enroll, simply:

1. Write **“VOID”** across a check for the checking account from which you want your tax payment to be withdrawn and complete the account information section at the bottom of this page; **OR**,

If you would like your payments withdrawn from your savings or money market account, please complete the account information section at the bottom of the page.

2. Sign this form, and mail it with the voided check (if applicable) to:

**Town of Shelburne**  
**Attn: Colleen T. Haag**  
**P.O. Box 88**  
**Shelburne, VT 05482**

I authorize the Town of Shelburne to instruct my financial institution to deduct property tax payments directly from my account. If at any time I wish to discontinue the service, I will notify the Shelburne Town Clerk in writing, within 60 (sixty) days of my next scheduled payment. Please be aware if you sell your property or switch to escrowing your taxes you must notify us that you wish to discontinue the automatic payment program. You also must notify us of any changes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parcel ID# (for all properties you wish to pay automatically)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Bank Name

\_\_\_\_\_  
Bank Routing Number

\_\_\_\_\_  
Bank Account Number

\_\_\_\_\_  
    Checking    \_\_\_\_\_ Savings