

## **Pre-Authorized Debit**

### **Plan 1: Installment Due Date Plan for Properties that are not in Arrears**

- Property tax account must not be in arrears.
- Payment in the exact amount of the interim and final installments is withdrawn directly from the property owner's bank account on the due dates indicated on the Tax Notice. There are four installment due dates in a calendar year: the 25<sup>th</sup> day or next Business Day of February, April, August, October.
- Agreement forms are processed two times a year:
  - First enrollment date: prior to January 10<sup>th</sup> or next Business Day of a given year.
  - Second enrollment date: prior to July 10<sup>th</sup> or next Business Day of a given year
- No penalty/interest added as paid by due date unless a payment is NSF.
- The Tax Notice mailed by the Municipality a minimum of 21 days in advance of such due dates serves as the pre-notification of the amounts to be withdrawn on each of the four installment due dates.