



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Treasury Division, Portland City Hall, 389 Congress Street, Room 102, Portland, ME

Bank Draft/ACH Debit Authorization For Property Tax Payments

This form authorizes the City of Portland to initiate a monthly debit entry (withdrawal) from your financial institution for payment of annual property taxes. The monthly withdrawal of funds will occur on the 5th of each month (or the closest banking day). The funds will be posted to the account that is listed below.

Only current year tax liability is eligible for this service, and any prior year balances must be satisfied before putting automatic withdrawal in place. Any positive balances will be applied to the following year's property tax liability unless there is a title change in property. Each year the property tax liability will be calculated and a notice will be sent to the property tax payer of record with the new payment amount. Unless the City Tax Collector is notified in writing to discontinue automatic withdrawal, the City will adjust the withdrawal amount annually to reflect the amount due.

It will be the responsibility of the property tax payer to notify the Treasury Department at the City of Portland of any financial institution or account changes, or transfer of property. Notices required by this authorization shall not go into effect until received by the City. Notice is not effective until the City confirms receipt.

Withdrawals that are denied or returned will be considered uncollected, and remain due and payable with interest at the annual percentage rate established pursuant to 36 M.S.R.A. § 505. That rate varies from year to year. It is stated on the annual tax bills.

Tax Account ID: _____ Location ID: _____

Name(s): _____

Mailing Address: _____

Phone Number(s): _____

CONFIDENTIAL

Financial Institution Name: _____

Address: _____

ABA/Routing # _____ Account # _____

If you would like your correspondence via email, instead of mail, please provide your email address.

Email Address: _____

I (we) hereby authorize the City of Portland to generate a monthly ACH payment to be applied to my (our) property taxes in accordance with the terms set out herein.

Signature: _____ Date: _____

Signature: _____ Date: _____