
Pay Your Tax Bill Direct From Your Bank Account!

- No Checks • No Postage • Your Payment Will Always Be On Time •

How does Automatic Bill Payment work?

Mail, email or drop off your completed enrollment form to the Township office (we have a secured drop boxes for your convenience). Once set-up, we will confirm receipt via email. Your payment will withdraw automatically as described on the enrollment form for each tax season. Automatic payment will stay in place from year to year unless you notify us in writing to cancel.

How will you know the amount of your bill?

The Treasurer's department will send you a tax bill the first week of July for the summer bill and the first week of December for your winter bill. You may also lookup your tax information free of charge online at www.saugatucktownshipmi.gov.

What if there is a question about your bill?

Call the Treasurer's office at (269) 857-7721 x 102. If the amount due is in question, you may stop the automatic withdrawal (must be done at least 15 days prior to the chosen withdrawal date).

Is there a charge for the service?

No. The Automatic Tax Bill Payment service is offered by the Saugatuck Township free of charge. Most financial institutions do also not charge their customers for the service. Contact yours to be sure.

Can payments be withdrawn from a savings account?

Generally, yes, however some savings and money market accounts may not be able to accept these transactions. Contact your financial institution for information about your specific account.

What if you need to make a change?

If you change your checking/savings account, a new enrollment form will be required. If you decide to cancel your participation in the Automatic Bill Payment plan, please notify us in writing (must be done at least 15 days prior to the chosen withdrawal date).

What if I am signed up for the service, but accidentally make a payment by other means?

If your account is paid in full and you are signed up for the service, the automatic payment will not be processed for the current bill.

**COMPLETE THE ENROLLMENT FORM ON THE OPPOSITE SIDE
IF YOU ARE INTERESTED IN USING THIS SERVICE.**

Pay Taxes with Auto Pay Enrollment Form

1. Complete ALL the following information requested below (please print clearly):

Parcel Number(s):

03-20- - -	03-20- - -	03-20- - -
03-20- - -	03-20- - -	03-20- - -

Owner Name: _____

Mailing Address: _____

City _____ *State* _____ *Zip Code* _____

Email: _____ **Phone:** _____

2. Provide the required financial information below:

For accurate electronic payment processing and to confirm the correct account and ABA/routing number, please contact your financial institution for verification.

Name of Financial Institution:

ABA/Routing Number:

Check One: **Checking Account** **Savings Account**

Account #:

3. Select the date your Winter tax payment will be processed:

Summer Taxes:

Due Date September 14th

Winter Taxes (choose one):

Last Business Day in December

Due Date February 14th

If the due date falls on a Saturday, Sunday, or holiday, it will be extended to the next business day. To ensure your payment reaches the Township's account by your selected date, funds may be withdrawn from your account up to five business days in advance. Please ensure sufficient funds are available. This form must be submitted at least 10 days before the due date to take effect for the current tax cycle.

4. Provide your signature for authorization:

I authorize Saugatuck Township to deduct the payment of my tax bill/s from the checking or savings account listed above. I understand that I control my payments and if at any time I decide to discontinue this payment service, I must notify the Township in writing. I also understand that all information provided will remain confidential. **This form cannot be processed without your signature.**

Signature _____

Date _____