



# City and Borough of Juneau Property Tax Payer

## Authorization Agreement For Electronic Bank Debit

This authorization is to remain in full force and effect until CBJ has received written notification of its termination in such time and in such manner as set forth below under "Terms and Conditions."

Name(s) on Property Account: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Property Address: \_\_\_\_\_

This agreement authorizes the City and Borough of Juneau, hereinafter referred to as CBJ, to

(check one)

Initiate  Change  Terminate

ACH debit entries to the

(check one)

Checking Account  Savings Account

of the banking institution and account identified below for the **current year property taxes.**

Banking Institution \_\_\_\_\_

Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_

Voided check or bank-generated form with electronic banking information for Checking Account

- OR - a deposit slip or bank-generated form for Savings Account is required for processing

**Please Note: Authorization will not be processed without proper documents.**

**Effective Payment Date - September 25<sup>th</sup>**

### This Agreement is Subject to the Following Terms and Conditions:

- Only **current year property taxes** are eligible for ACH debit. Any accounts with delinquent or prior year taxes owed are not eligible to participate in this program.
- The agreement pertains to only one parcel (as identified above) and automatically terminates if parcel ownership changes. Owners wishing to transfer their ACH information to a new parcel will be required to complete a new form.
- ACH transactions must comply with the provisions of U.S. law. ACH debit transactions will reflect the amount due on Property Account at the time of ACH file generation. Debits will be adjusted for payments applied to account and will not generate for accounts with credit balances.
- If the 25<sup>th</sup> of the month falls on a weekend or bank holiday, payment will be deducted on the next available business day.
- This original agreement and any subsequent changes must be received **at least fifteen (15) business days prior** to the payment effective date to allow for data entry and pre-notice process. Forms received late may not generate a debit transaction for the period.
- If Customer closes bank account or wishes to alter or terminate this arrangement, **written notification** to CBJ via this form must be provided **at least fifteen (15) business days prior** to the payment effective date. If written notification is not provided within the period specified, CBJ will process as scheduled.
- If bank payment cannot be processed for any reason, including due to non-sufficient funds or closed account, return payment processing fees will apply. It is Customer's responsibility to make alternate payment arrangements, or Property Account will be subject to normal collection procedures for non-payment.
- If payment is returned from the bank, this authorization will be canceled for current year and other payment arrangements must be made. Customer may reapply for the Electronic Debit for the subsequent tax year. A second returned payment will disqualify property owner from Electronic Debit for two tax years following the second returned bank debit.
- CBJ may cancel or update this agreement, at any time, upon 30 days' written notice.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_