



DEPARTMENT OF FINANCE

255 Main Street, Room 102, White Plains, NY 10601

TEL: (914) 422-1235 – FAX: (914) 422-1273 – Email: finrec@whiteplainsny.gov

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS) OF PROPERTY TAX BILLS

I/we hereby authorize The City of White Plains, New York (hereinafter the "City") to initiate debit entries to my/our ___checking ___savings account (select one) indicated below in the financial institution named below, (hereinafter "Bank") and to debit the same to such account, for the payment of property tax bills on my/our property as indicated below on the 15th or next business day of each and every January, April and July.

Bank Name: _____

Bank Street: _____

Bank City: _____ State: _____ Zip: _____

Bank Routing Number: _____

Bank Account Number: _____

This authorization is to remain in full force and effect until the City has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the City and Bank reasonable time to act on such notification. The City, at its sole discretion and at any time, may revoke this direct payments authorization by written notification to the individual(s) listed below.

Note: It is the responsibility of the property owner(s) to insure the debit to the above named account has been made on the 15th of the billing month or next business day as specified above. Should collected funds not be available in the designated account on the 15th of the billing month or next business day as specified above, no notice will be given and it will be the responsibility of the property owner(s) to ensure payment in a timely fashion so as not to incur interest/penalty charges.

Name(s) on the tax bill: _____

Property tax ID number: _____

Telephone Number(s) _____

E-mail Address(es) _____

Signature(s): _____

Date (MM/DD/YYYY)

Date (MM/DD/YYYY)

Please return the completed form to:

Finance Department, City of White Plains, 255 Main St Rm 102, White Plains, NY 10601

or by e-mail to:

finrec@whiteplainsny.gov