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## DIRECT PAYMENT PLAN

**Douglas County** is making available a fast, convenient, hassle-free way to pay your property taxes with the Direct Payment Plan.

With this convenient program, you can have your property tax payment automatically deducted from your checking or savings account at your financial institution on a semi-annual basis.

### The Direct Payment Plan will help you:

- Save time writing and mailing checks
- Save money in postage and bank fees
- Eliminate the worry of late payment/lost checks and associated penalties
- Be assured your tax payment is always made on time--even if you're out of town

### How does the Direct Payment Plan work?

You authorize payments to be made from your checking or savings account according to the following schedule:

May 15 <sup>th</sup>	½ of the annual tax payment
October 15 <sup>th</sup> (Non Ag parcels)	½ of the annual tax payment
November 15 <sup>th</sup> (Ag parcels)	½ of the annual tax payment

Proof of payment will appear on your bank statement. The authority you give Douglas County to charge your account will remain in effect until **YOU** notify us **in writing** to terminate the authorization.

**Take advantage of this service by completing the attached authorization form and return it to us by the following dates:**

April 15 <sup>th</sup>	For first ½ taxes payable May 15 <sup>th</sup>
September 15 <sup>th</sup>	For second ½ taxes payable October or November 15 <sup>th</sup>

**This form (found on the reverses side) along with a voided check may be:**

**Mailed to:** Douglas County Auditor/Treasurer's Office  
Attention Polly  
305 8<sup>th</sup> Avenue West  
Alexandria MN 56308

**Faxed to:** 320-762-2389  
Attention Polly

**Emailed to:** [polly.holder@mail.co.douglas.mn.us](mailto:polly.holder@mail.co.douglas.mn.us)

# DOUGLAS COUNTY, MINNESOTA

## Authorization for Direct Payment of Property Taxes

Please fill out a separate authorization form for each property you wish to enroll.

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**9 Digit Property ID Number**

**Property Address:** \_\_\_\_\_ **Unit #** \_\_\_\_\_  
Please Print Clearly

**Taxpayer's Name** \_\_\_\_\_  
(First) (Last)

**Taxpayer's Mailing Address** \_\_\_\_\_ **Unit #** \_\_\_\_\_  
(Street)  
 \_\_\_\_\_  
(City) (State) ( Zip code)

(      ) - \_\_\_\_\_  
(DAYTIME Phone Number) (E-Mail Address - If Available)

**Name of Financial Institution** \_\_\_\_\_

**Address of Financial Institution** (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

**Indicate Account Type (Check One)**                      **CHECKING**                      **SAVINGS**

**Attach a voided check that has the bank's routing or transit number included.**  
**Please note: If you chose to have withdrawal from your savings account,** you must obtain the appropriate routing/transit information from your financial institution. The routing/transit information on your savings deposit or withdrawal slip is not accurate for direct deposit purposes.

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**Routing/Transit Number (Must be 9 digits)**

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**Account Number (Up to 17 digits)**

**Mail Completed and Signed Form To:**                      **Douglas County Auditor/Treasurer's Office**  
**Attention Polly**  
**305 8<sup>th</sup> Avenue West**  
**Alexandria MN 56308-1793**

**I hereby authorize Douglas County to debit my (our) account for payment of real estate taxes for property described above. This authority is to remain in effect until Douglas County has received written notification to terminate this authorization or Douglas County requires termination and notifies me.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_