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Office of
County Auditor/Treasurer
Douglas County

305 8th Ave West
Alexandria, MN 56308-1793

Tele. (320) 762-3077 Fax (320) 762-2389

DIRECT PAYMENT PLAN

Douglas County is making available a fast, convenient, hassle-free way to pay your property taxes with the Direct Payment Plan. This eliminates the worry of late payments/lost checks and associated penalties.

How does the Direct Payment Plan work?

You authorize your property tax payments to be automatically deducted from your checking or savings account at your financial institution on a semi-annual basis according to the following schedule:

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

Prior to each property tax due date, Douglas County will send out a notice notifying you, the amount that will be deducted from your account. Proof of this 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. If you purchase or sell property and would like to enroll/remove it from the Direct Payment Plan, it is your responsibility to notify the Douglas County Auditor/Treasurer's Office **in writing** of this change.

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

April 15 th	For first ½ taxes payable May 15 th
September 15 th	For second ½ taxes payable October or November 15 th

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

Mailed to: Douglas County Auditor/Treasurer's Office
Attention: Tara
305 8th Avenue West
Alexandria MN 56308

Emailed to: taraa@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: Tara
305 8th 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: _____