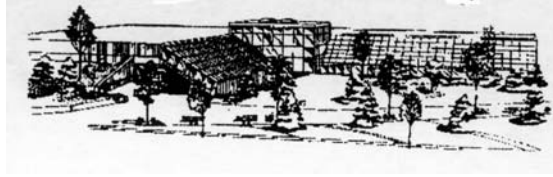


*Cathy C. Williams*  
*Treasurer of Wayne County*  
County Administration Building



401 East Main Street  
Richmond, IN 47374-4290

<http://www.co.wayne.in.us/treasurer/>

Phone: 765-973-9238  
Fax: 765-973-9383

## 10 MONTH INSTALLMENT PLAN

With the Monthly Tax Payment Plan, your payments for Wayne County property taxes can be automatically deducted from your checking or savings account each month. You must be current on your property tax to enroll in the program. The program begins in June and/or December.

Here is how the program works....we take your prior year total property tax liability and divide this amount by 10. That amount then becomes your monthly installment payment amount, (ex: prior year tax \$425.00 divided by 10 = \$42.50). So, \$42.50 would be your installment payment amount and each month except May and November, we would make an EFT (electronic funds transfer) from your designated bank account and apply this money to your property tax liability account.

We DO NOT take payments in May and November. In April when the new tax rates are implemented we will re-figure your installment payment amount and will advise you IF that payment amount needs to be changed. If you do not hear from us, your payment amount will stay the same. Since the installment plan is based on an estimate of the prior year tax and each year the tax amount could be different, the penalty will be waived if we have not taken out enough to cover your Spring and Fall payments due. The Wayne County Treasurer will send you your tax statement before the Spring due date showing your tax-related information. The installment amount of the payment will be deducted from your account on either the 5<sup>th</sup> or the 20<sup>th</sup> of each month per your designation.

Call or write the Wayne County Treasurer if you want to stop payment.

The withdrawal from your checking or savings account will appear on your checking or savings account statement. If the funds are not available when an installment transaction is made, you will be eliminated from the program immediately and charged a \$27.50 NSF (non-sufficient fund) fee.

You may sign up by completing the Monthly Installment Payment Plan Authorization form and returning the completed form to the Treasurer's Office.

If you have any questions about our Wayne County Treasurer's Monthly Installment Payment Plan, please call 765-973-9238.

# Wayne County, Indiana Monthly Installment Payment Plan

## Payment Agreement

This Payment Agreement, made and entered into by and between the Treasurer of Wayne County (“Treasurer”) and \_\_\_\_\_ (“Taxpayer”),

WITNESSETH

WHEREAS, the Taxpayer is desirous of making periodic payments towards said Taxpayer’s tax obligations on Real Estate property:

Parcel Number	Property Owner	Amount
_____	_____	_____

Parcel Number	Property Owner	Amount
_____	_____	_____

Parcel Number	Property Owner	Amount
_____	_____	_____

Parcel Number	Property Owner	Amount
_____	_____	_____

WHEREAS, the Treasurer is willing to accept such payments and apply them to the Taxpayer’s obligation to the above- referenced property;

NOW, THEREFORE, the parties agree as follows:

1. On the fifth (5<sup>th</sup>) **OR** the twentieth (20<sup>th</sup>) of each month as set forth by the taxpayer, (please specify date you request here) \_\_\_\_\_, the Taxpayer shall pay to the Treasurer via and EFT (electronic funds transfer) from the Taxpayers checking or savings bank account (specify account)\_\_\_\_\_.
2. The total amount to be withdrawn: \$\_\_\_\_\_.
3. The date the payments are to begin: \_\_\_\_\_.  
(Month, Day, Year)

## **Wayne County, Indiana Monthly Installment Payment Plan**

4. The Treasurer shall apply all funds received to the prompt payment of the Taxpayer's property tax parcel number.
5. The funds held by the Treasurer shall not earn interest and are not insured by any federal agency.
6. The Treasurer will not charge the Taxpayer for holding and applying said funds.
7. If requested, the Treasurer shall give the Taxpayer, without charge, an annual accounting of the funds deposited.
8. If there is a surplus of the funds held by the Treasurer, the Treasurer shall account to the Taxpayer for the surplus and it shall be applied to the property tax as a Future Payment and held until the next tax liability and then applied to same.
9. Either party may terminate this Agreement upon ten (10) days written notice.
10. Nothing contained in this Agreement, other than the payment in full of all taxes, shall relieve the Taxpayer of the duty to pay taxes as required on the property listed above.
11. Said payment plan does not protect property listed above from collection proceedings, if the full tax liability is not met by due date.
12. I agree to notify the Wayne County Treasurer promptly if I change banks or if my banking account number changes.
13. If full payment of tax liability is not met by the tax due date, the penalty will be waived for one spring and one fall installment due date.
14. I acknowledge that the receipt of a billed statement for property taxes from the Wayne County Treasurer constitutes prior notice to me about my prearranged payments, which may differ from installment to installment.

**WAYNE COUNTY TREASURER  
INSTALLMENT TAX PAYMENTS  
AUTOMATED DIRECT DEPOSIT AUTHORIZATION AGREEMENT**

**Instructions:**

1. Requestor will complete Section 1 and Section 2.
3. Requestor will file completed form with the **Wayne County Treasurer's Office 401 East Main St. Richmond, IN 47374**

**SECTION 1: REQUEST and AUTHORIZATION**

\_\_\_\_\_  
PAYEE/VENDOR/CLAIMANT as shown on the account

\_\_\_\_\_  
ADDRESS (Number and Street and /or P.O. Box No.)

\_\_\_\_\_  
CITY , STATE, and ZIP CODE (00000-0000)

\_\_\_\_\_  
CONTACT PERSON NAME

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
E-MAIL ADDRESS

requests, pursuant to IC 4-8.1-2-7(d), to receive payment(s) by means of an electronic transfer of funds, and authorizes the same under the terms stated herein.

It is understood by the undersigned Payee/Vendor/Claimant that the Wayne County Treasurer's Office may (1.) initiate credit (deposits) in various and varying amounts, by electronic transfer of funds through automated clearing house (ACH) processes, to the below listed checking (*demand*) or savings account designated in the depository named below, and (2) *if necessary*, to initiate debit entries or adjustments *solely to correct any credit error resulting from a deposit/credit entry that was made under this authorization*. The Payee/Vendor/Claimant may revoke or cancel this request and authorization by notifying the Wayne County Treasurer's Office in writing at least fifteen (15) days prior to any payments due from the Wayne County Treasurer's Office. Any change to the account or to a new financial institution will require a new Automated Direct Deposit Authorization Agreement. Failure to notify the Wayne County Treasurer's Office of an account change will delay payment.

**SECTION 2: DEPOSITORY'S INFORMATION**

\_\_\_\_\_  
Name of Depository

\_\_\_\_\_  
Type of Account:  
Checking or Savings

\_\_\_\_\_  
Depository Account Number

\_\_\_\_\_  
ABA Transit-Routing Number (9 digits)

\_\_\_\_\_  
Signature of Payee/Vendor/Claimant

\_\_\_\_\_  
Date

**PRIVACY ACT STATEMENT**

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.