

H. Roger Zurn, Jr.
Treasurer

COMMONWEALTH OF VIRGINIA
COUNTY OF LOUDOUN
OFFICE OF THE TREASURER
PO BOX 347
LEESBURG VA 20178-0347



Robert Tang
Valerie Roberts
Co - Chief Deputy Treasurers

ACH Debit Program Authorization

Thank you for your interest in the ACH Debit Program. This program is an automated payment authorization designed to make payment of your real estate and/or personal property taxes easy and convenient. To enroll, you need to complete this form, read and agree to the terms and conditions below, and provide a voided blank check or savings deposit slip identifying the bank account from which you want the County of Loudoun to debit the taxes on your behalf. Using this ACH Debit Program, you may select from three options to pay your personal property and/or real estate taxes (Your ACH Debit Date). You will need to complete one separate form for each tax account. Please complete and select your choice as follows:

Due Date Option

The full amount of your tax installment, as per your tax account, will be automatically debited from your designated bank account on the following dates below. Please note that if the due date falls on a weekend/holiday, the due date will be the following business day. For example, if May 5 for a given year, is on a Saturday, the due date will be Monday, May 7.

- Personal Property Taxes will be debited on the first installment due date of May 5th and on October 5th for the second installment due date.
- Real Estate Taxes will be debited on the first installment due date of June 5th and on December 5th for the second installment due date.
- Please list a start date and end date for this authorization.
- If no end date, write "N/A." This will continue until one of the parties cancels the authorization or the tax account is closed. If left blank, there will be no end date.

Monthly Option

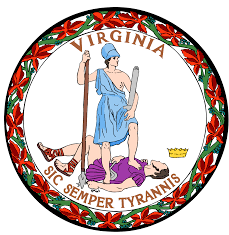
This option allows you to pay in monthly installments. The amount you list will be the amount that is debited on the 1st of every month, beginning on the start date you list. Please note, if there is still a remaining balance by each due date, you are liable for the remainder of the balance and additional penalty and interest can be charged if not paid by the due date.

- Personal Property Taxes will be debited on the 1st monthly.
- Real Estate Taxes will be debited on the 1st monthly.
- Please list a start date and end date for this authorization.
- If no end date, write "N/A." This will continue until one of the parties cancels the authorization or the tax account is closed. If left blank, there will be no end date.

Annual Option

This option allows you to pay in one installment annually, and is recurring until the end date listed or a cancellation of authorization is received by the Treasurer's Office. The amount you list will be the amount that is debited on the date of your choosing on the start date you list. Please note, if there is still a remaining balance by each due date, you are liable for the remainder of the balance and additional penalty and interest can be charged if not paid by the due date.

- Personal Property Taxes will be debited on specified month and day (MM/DD) for the annual payment.
- Real Estate Taxes will be debited on specified month and day (MM/DD) for the annual payment.
- Please list a start date and end date for this authorization.
- If no end date, write "N/A." This will continue until one of the parties cancels the authorization or the tax account is closed. If left blank, there will be no end date.



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PLEASE SELECT ONE

PURPOSE OF FORM: New Enrollment Change Existing Enrollment Cancel Enrollment

Tax Account Information (One form per tax account)

Tax Account Number:	Name(s) on Tax Account:	Tax Account Type:
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Bank Account Information

Name(s) on Bank Account: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone:	Business Phone:	Cell Phone:	E-mail:
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Name of Financial Institution: _____ Bank Account Type (select one):

Routing Number (9 digits): _____ Bank Account Number: _____

Checking (Attach Voided Check)
 Savings (Attach Deposit Slip)

Payment Frequency

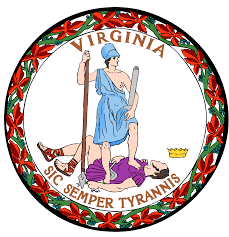
Please select **ONE** debit option below:

For Real Estate Taxes	For Personal Property Taxes
<input type="checkbox"/> Due Date Option	<input type="checkbox"/> Due Date Option
<input type="checkbox"/> Monthly Option: Amount to be debited on the 1 st : \$ _____	<input type="checkbox"/> Monthly Option: Amount to be debited on the 1 st : \$ _____
<input type="checkbox"/> Annual Option: Amount to be debited: \$ _____	<input type="checkbox"/> Annual Option: Amount to be debited: \$ _____
Date to debit account (MM/DD): _____	Date to debit account (MM/DD): _____

PLEASE FILL OUT START/END DATES YOU WANT TO START ACH DEBIT PROGRAM:

Start Date (MM/DD/YYYY): _____ **End Date (MM/DD/YYYY):** _____
*Write: "N/A" or leave blank, if no expiration

*Please note that if we do not receive this form 5 business days prior to the start date, it will begin on the following date that the ACH Debit can occur.



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Terms and Conditions

- There is no charge for enrolling in the ACH Debit Program and you may cancel at any time.
- Enrollment/Modification/Cancellation must be submitted at least **5 business** days prior to your ACH debit date or it will not be honored until your following ACH debit date.
- Funds will be debited from your bank account on your ACH debit date selected above. If your ACH debit date falls on a weekend or holiday, the debit will occur on the next business day.
- Due Date option debits will continue in the amount of your tax bill, on your ACH debit date (MM/DD), every year until you cancel or modify this authorization. Your payment, as received, will be credited to the tax account indicated above on your ACH debit date.
- Monthly and Annual option debits will continue in the amount indicated by you in this authorization, on your ACH debit date, until you cancel or modify this authorization. Your payment, as received, will be credited to the tax account indicated above on your ACH debit date.
- If you choose the Due Date option, any delinquent balance on the tax account indicated above that remains unpaid by your ACH debit date, will be debited from the bank account indicated above on your ACH debit date, along with the amount of the then current tax bill.
- If you choose the Monthly or the Annual payment option, only the amount indicated above will be debited from the bank account listed above.
- All payments received by the County of Loudoun, regardless of the payment option you choose, will be applied to the payment of older taxes first.
- If you choose the Due Date option, any adjustment pursuant to County Ordinances made by the County to the tax account indicated above after your ACH debit date which remains unpaid by your following ACH debit date, will be debited from the bank account indicated above on your following ACH debit date, along with the amount of the then current tax bill.
- Regardless of the payment option you choose, any outstanding balance remaining on the tax account indicated above after the due date of the tax will accrue penalty and interest in accordance with Loudoun County Ordinance.
- A tax bill or E-Bill will still be sent while enrolled in the ACH Debit Program.
- You must ensure that sufficient funds are available when your bank account is debited.
- The Treasurer of the County of Loudoun will only attempt each ACH debit once. If the ACH transaction is rejected/returned for any reason, a \$40.00 fee shall be added to the tax account indicated above. After two rejected/returned ACH transactions, the tax account indicated above will automatically be removed from the ACH Debit Program. The tax account will be eligible to re-enroll the following calendar year from the most recent rejected/returned ACH transaction.
- You must notify the County of Loudoun Treasurer's Office immediately if the enrolled bank account has closed or changed, even if the new bank account is held with the same financial institution.

I have read and agree to the Terms and Conditions. I authorize the County of Loudoun's Treasurer to initiate an ACH Debit to the bank account indicated above. I certify that I am an owner of (or authorized signer on) the bank account indicated above and will not dispute the scheduled transactions with my financial institution, so long as the transactions correspond to the terms indicated above. I understand that this authorization will remain in full force and effect until I notify the County of Loudoun Treasurer's Office, in writing, that I wish to revoke this authorization. I understand that the County of Loudoun's Treasurer requires at least **five** business days' notice prior to the next ACH debit date in order to cancel this authorization. I agree to be bound by National Automated Clearing House Association (NACHA) Operating Rules as they pertain to all ACH transactions initiated by the County of Loudoun, and acknowledge that the origination of ACH transactions to the above listed bank account must comply with provisions of U.S. law. I understand that either the County of Loudoun or the County of Loudoun's Treasurer assumes no responsibility for incorrect information entered in this form or performance of the financial institution indicated above. I understand that I am responsible for ensuring that payments are made in sufficient time to meet requirement deadlines. I understand that I am responsible for printing and retaining any information pertaining to the above authorization. I understand that failure to understand any information provided herein will not constitute grounds for the waiver of any penalties or interest due to late payments.

Name (please print): _____

Signature: _____

Date: ____/____/____

To enroll, please read the Terms and Conditions, complete and sign this form, and **attach a voided check or savings deposit slip.**

Mail to: County of Loudoun, Treasurer's Office, ATTN: ACH DEBIT Program, P.O. Box 347, Leesburg, VA 20178-0347