

# CITY OF EAST LANSING

## 2019 WINTER PROPERTY TAXES Automatic Bill Payment Enrollment Form

Follow these 4 easy steps to maximize your time!

### #1 Complete the information below (please print):

Taxpayer Name \_\_\_\_\_  
Property Address \_\_\_\_\_ Property # \_\_\_\_\_  
Daytime Phone (\_\_\_\_) \_\_\_\_\_

### #2 Provide the required financial information below:

Name of Financial Institution \_\_\_\_\_  
Routing # \_\_\_\_\_  
Account Number \_\_\_\_\_  Checking  Savings

A **COPY OF A VOIDED CHECK IS REQUIRED** to ensure the correct account and ABA/routing numbers are used for this electronic payment. For savings account deductions the City **REQUIRES A COPY OF YOUR MEMBERSHIP CARD.**

### #3 Provide your signature for authorization:

I hereby authorize the City of East Lansing to deduct the full amount of my winter property tax bill from the checking or savings account listed above on the following date (**please allow 10 days for processing**):

December 13, 2019 **OR**  January 24, 2020

I understand that all information provided will remain confidential. I understand that it is my responsibility to confirm the City has received and processed my enrollment form. I understand that a fee will be charged if my payment is returned for any reason and that my taxes will be considered unpaid and subject to penalty if not paid by February 14, 2020. **If at any time I decide to discontinue this payment service I will notify the City of East Lansing in writing no less than 10 days prior to the scheduled payment date.**

**PLEASE  
SIGN!**

**THIS FORM CANNOT BE PROCESSED WITHOUT YOUR SIGNATURE**

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\* PLEASE COMPLETE THE UPPER PORTION AND RETURN THE ORIGINAL TO CITY HALL \*\*\*

### #4 Complete this section and remove for your records:

On (insert today's date) \_\_\_\_\_ I authorized the City of East Lansing to deduct the full amount of my winter property tax bill using the following financial institution information.

Name of Financial Institution \_\_\_\_\_  
Routing # \_\_\_\_\_  
Account Number \_\_\_\_\_  Checking  Savings  
Payment Date:  December 13, 2019 **OR**  January 24, 2020

City of East Lansing  
410 Abbot Rd  
East Lansing, MI 48823  
Phone: (517) 319-6826



- Please note a new enrollment form will need to be completed for each tax season.
- Faxed copies will not be accepted. Please mail or hand-deliver your enrollment form.