

CITY OF EAST LANSING

2020 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 18, 2020 **OR** January 22, 2021

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, 2021. **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 18, 2020 **OR** January 22, 2021

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.