



ONEKAMA TOWNSHIP

PO Box 239
Onekama, MI 49675
(231) 889-3308

Pay Your Tax Bill Direct From Your Bank Account!

- No Checks • No Postage • Your Payment Will Always Be On Time •

How does Automatic Bill Payment work? Mail, email or drop off your completed enrollment form to the Onekama Township offices. Once set-up, we will confirm receipt via email. Your payment will withdraw automatically as described on the enrollment form for each tax season. Automatic payment will stay in place each year unless you notify us in writing to cancel.

How will you know the amount of your bill? The Treasurer's department will send you a tax bill the first week of July for the summer bill and the first week of December for your winter bill. You may also lookup your tax information free of charge online at: onekamatwp.org/treasurer

What if there is a question about your bill? Email the Treasurer at: treasurer@onekamatwp.org or call the Treasurer's office at (231) 889-3308. If the amount due is in question, you may stop the automatic withdrawal by notifying us in writing at least 15 days prior to the chosen withdrawal date.

Is there a charge for the service? No. The Automatic Tax Bill Payment service is offered by the Onekama Township free of charge. Most financial institutions do not charge their customers for the service. Contact yours to be sure.

Can payments be withdrawn from a savings account? Generally, yes, however some savings and money market accounts may not be able to accept these transactions. Contact your financial institution for information about your specific account.

What if you need to make a change? If you change your checking/savings account, a new enrollment form will be required. If you decide to cancel your participation in the Automatic Bill Payment plan, please notify us in writing at least 15 days prior to the chosen withdrawal date.

What if I am signed up for the service, but accidentally make a payment by other means? If your account is paid in full and you are signed up for the service, the automatic payment will not be processed for the current bill.

Complete the enrollment form on the opposite side if you want to use this service.



ONEKAMA TOWNSHIP
 PO Box 239, Onekama, MI 49675
 treasurer@onekamatwp.org

Pay Taxes with Auto Pay Enrollment Form

Form must be received at least 15 days prior to the due date to go into effect for the current tax cycle.

1. Complete ALL the following information requested below (please print clearly):

Parcel Number(s):

Name: _____

Mailing address: _____

City, State, ZIP: _____

Email address: _____ Phone: _____

2. Provide the required financial information below:

To ensure the correct account number is used for this electronic payment and to obtain the ABA/routing number, **PLEASE attach a voided check and contact your financial institution to verify your information.**

Name of Financial Institution:

ABA/Routing Number:

Check one: Checking Account Savings Account

Account #:

3. Select the date your Winter tax payment will be processed:

Summer taxes:

Due Date September 14th

Winter taxes (choose one):

Last Business Day in December

Due Date February 14th (If no selection is made Feb 14 due date is the default)

If the due date is Saturday, Sunday or a holiday, the due date is extended to the following business day!

In order for the payment to be in the Township's account on the date you selected, the funds may be withdrawn from your account up to 5 business days prior to the date selected. Make sure funds are available in your account.

4. Provide your signature for authorization:

I authorize Onekama Township to deduct the payment of my tax bill/s from the checking or savings account listed above. I understand that I control my payments and if at any time I decide to discontinue this payment service, I must notify the Township in writing. I also understand that all information provided will remain confidential. **This form cannot be processed without your signature.**

Please sign: _____ Date: _____