



# CHARTER TOWNSHIP OF HAMPTON

801 W. Center Road, Essexville, Michigan 48732-2094  
Telephone (989) 893-7541 • Fax (989) 893-6152 [www.hamptontownshipmi.gov](http://www.hamptontownshipmi.gov)  
"This institution is an equal opportunity provider and employer."

## TAX BILL DIRECT DEBIT (ACH) ENROLLMENT FORM

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tax Bill Parcel Number: \_\_\_\_\_

Tax Bill Parcel Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please select option(s) below by placing an "X" on the blank line:

- \_\_\_\_\_ Summer Tax Bill payment on the 1<sup>st</sup> Wednesday of September  
\_\_\_\_\_ Winter Tax Bill payment on the 3<sup>rd</sup> Wednesday of December  
\_\_\_\_\_ Winter Tax Bill payment on the 1<sup>st</sup> Wednesday of February

I authorize the Charter Township of Hampton to deduct payment(s) from my checking or savings account listed below. This authorization will remain in effect until the Township is notified, in writing, within 15 days prior to the next billing date.

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

To ensure the correct banking information is used for this electronic payment, **please contact your financial institution for assistance** and attach a VOIDED copy of your check.

Name of Financial Institution: \_\_\_\_\_

ABA/Routing number: \_\_\_\_\_

(Located in the lower left-hand corner of your check)

Checking or Savings Account Number: \_\_\_\_\_

(Please circle what type of account)

**Retain a copy for your records and return the original to:** Charter Township of Hampton  
801 W Center Rd  
Essexville MI 48732

**Additional Information:** We will attempt to debit your bank account once. If the funds are insufficient, a non-sufficient fund (NSF) fee of \$35.00 will be added and you will be required to make the payment manually at the Township office. Automatic debits will resume once your account is brought current. If a tax account is NSF more than twice, it will be removed from the auto-payment plan.

**Attach a copy of voided check here**

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WEB SITE: [www.hamptontownshipmi.gov](http://www.hamptontownshipmi.gov)

## **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, use drop box south side of Administration Building or drop off your completed enrollment form to Hampton Township Office (Monday – Thursday 9 a.m. – 3 p.m.).

**How will you know the amount of your tax bill?** The Summer Tax Bill will be mailed in the first week of July and the Winter Tax Bill will be mailed in the first week of December.

**What if there is a question about your bill?** Please call Donna Samyn/Treasurer at (989) 893-7541. If the amount due is in question, you may stop the automatic withdrawal (must be done 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 Hampton Township free of charge. Most financial institutions do not charge their customers for the service. Please 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 (this must be done 15 days prior to the chosen withdrawal date).

**Complete the enrollment form on the opposite side if you are interested in using this service.**

Donna Samyn/Treasurer