

**DEADLINES TO TURN IN
FORM:**

MARCH 31ST

- **April 30th Payment**

SEPTEMBER 30TH

- **October 31st Payment**

For more information, Please contact
Asotin County Treasurer's Office
PO Box 99
Asotin WA 99402
509-243-2010
www.co.asotin.wa.us



**AUTOMATIC
(ACH AUTO-PAY)**

PROPERTY

TAX

PAYMENTS



**Holly Steiner
Asotin County Treasurer**

**AUTOMATIC
PROPERTY TAX PAYMENTS
(ACH AUTO-PAY)**

You now have the convenience of paying property taxes electronically without writing checks.

- **EFFICIENT**

The Asotin County Treasurer's Office will deduct your tax payment on April 30th and/or October 31st. If the due date falls on a weekend or holiday, payment will be deducted the following business day.

- **CONVENIENT**

This can help avoid forgotten payments, assist those who travel periodically, are in the military and want the convenience of automatic payments.

- **FREE**

The Treasurer's Office does not charge for this service.

WHAT YOU NEED TO KNOW

A property tax statement will be sent in February each year. Please keep it for your records.

Sign up is available only if you are current on your taxes.

Your financial institution will automatically deduct the amount for your current tax payment from the account you have indicated.

Your payment will be itemized on your bank statement.

If funds are unavailable you will be notified and you will need to pay with a cashier's check, money order or cash. Additional charges, including interest and penalties will accrue if this should occur.

Complete and SIGN the Authorization Form and return it to the Treasurer's Office.

Please include a voided check (not a deposit slip) from your United States checking or savings account from which the funds will be deducted.

List all property parcel numbers that you want to include in your payment.

A written confirmation will be sent once the authorization form has been processed.

To discontinue the ACH Autopay Process for any reason including parcel(s) being sold, our office must be notified in writing by completing:

- **Cancellation Form** and return to the Treasurer's Office **30 days** before the next payment due date.

To make changes to your bank account or property parcels for the ACH Autopay Process please complete:

- **NEW** authorization form and return to the Treasurer's Office **30 days** before the next payment due date.

**Authorization Agreement
For Direct Payments (ACH Auto-Pay)**

I (we) hereby authorize the Asotin County Treasurer to charge my bank account identified below for payment of property taxes on April 30th and/or October 31st. If the due date falls on a weekend or holiday, payment will be deducted the following business day.

Form must be completely filled out and postmarked by March 31st for 1st Half or by September 30th for 2nd Half. A **VOIDED** check must be attached and all parcels listed below.

Select choice below if you want continuous withdrawal:

Payment Type: ☐ HALF APRIL/HALF OCTOBER

Payment Type: ☐ FULL YEAR ON APRIL 30th

PLEASE PRINT CLEARLY

Property Owner(s) _____

Mailing Address: _____

Daytime Phone # : () _____

Bank Name, Branch, Address: _____

Account Type (circle) CHECKING or SAVINGS (must contact bank for correct ABA/Account number)

Routing/ABA Number

Account Number

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Property Tax Parcel Number(s) (located on tax statement ex. **0-000-00-000-0000-0000**)

Authorized Signature #1

Date

Authorized Signature #2(if required)

Date

**Mail to:
Asotin County Treasurer
PO Box 99
Asotin WA 99402**

AUTHORIZATION TO CANCEL AUTO PAY

Please SIGN and return to Asotin County Treasurer's Office **30 days before next due date.**

☐ Cancel all parcels

☐ Cancel parcels listed below

Routing/ABA Number

Account Number

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Authorized Signature #1

Print Name

Date

Authorized Signature #2

Print Name

Date