

DIRECT PAYMENTS  
"STOP WRITING CHECKS"  
NEW OPTION FOR PAYING TAXES

The Direct Payment program allows you to make payments on your Charlotte County taxes automatically each month from your checking account. When you enroll in the program, the amount you choose is deducted directly from your bank account each month and applied to your county taxes. The deduction will be made the 10<sup>th</sup> day of each month unless the 10<sup>th</sup> falls on a weekend or Federal holiday, in which case the debit shall occur on the following banking date.

The best method to calculate your monthly payment amount is to take your current year's tax amount and divide it by the number of months from your first deduction thru November. Any tax balance remaining after your November deduction will be billed on your regular tax statement and will be due December 5<sup>th</sup>. You will be required to pay the balance due directly to the Treasurer's Office on or before the due date. If payment is not received by the due date penalty and interest will be assessed.

To sign up for Direct Payments, complete and sign the authorization and information forms. Return the forms along with a voided check drawn on the account you wish to use for the Direct Payment to the Treasurer's Office. The VOIDED check will give us all the information we need to set up your account. If you have any questions about the Direct Payment program, please contact Susan Dunn or Patricia Berkeley at the Treasurer's Office at (434) 542-5125.

Rights and Obligations:

- \* To participate you must be current on taxes. If you become delinquent on your taxes at any time you will be removed from this program.
- \* There is NO additional charge to participate.
- \* You are obligated to ensure that sufficient funds are in your designated account on the transfer date. Transfers rejected by your financial institution due to insufficient funds may result in a late payment penalty required by law and/or a returned check charge. You will be automatically dropped from the program after two rejected transactions.
- \* You must notify our office if the account from which the transfers were being made is closed or changed, even if the new account is with the same financial institution.
- \* If your tax statement indicates a balance due, you will be required to pay this amount directly to our office on or before the due date. If payment is not received by the due date then penalty and interest will be assessed.
- \* The Treasurer's Office reserves the right to discontinue this agreement upon thirty days written notice.
- \* If you wish to change the amount of your payment at anytime, you will need to notify the Treasurer's Office in writing fifteen days prior to the next scheduled debit.
- \* You may cancel your participation in Direct Payments by writing the Treasurer's Office at PO Box 267, Charlotte Court House, VA 23923. Notification must be received no later than fifteen working days prior to the next scheduled debit in order for the cancellation to be effective for the current debit.