

**MEEKER COUNTY  
DIRECT PAYMENT PROGRAM  
ACH PAYMENT POLICY & PROCEDURES**

**POLICY :**

It is the policy of Meeker County to accept payments for property tax through Automated Clearing House (known as ACH), as per Minnesota Statute 471.381 subd.2. There is no charge for this service. If at anytime an enrollee does not have sufficient funds to cover the payment or the account has been closed, we will contact the taxpayer they will be charged with a penalty for late payment, and will be terminated from the Direct Payment Program.

**ACH DEFINITION :**

ACH Processing (ACH – Automated Clearing House) is processing that occurs between a nationwide network of financial institutions that send electronic messages, via telecommunication lines instead of paper (checks), to transfer money between two parties. The most common ACH transactions are direct deposits, pre-authorized debits, cash concentration, and corporate to corporate payments.

**PROCEDURES:**

- The ACH program is administered and maintained by the office of the Meeker County Treasurer.
- Any individual may request to participate in the Direct Payment Plan for the following: real estate, personal property and/or mobile home taxes; unless your property taxes are being paid by an escrow company because of a mortgage or lien, that property does not qualify for the Direct Payment Program. You are already making payments into an account that automatically pays the tax in a timely manner.
- The proper forms are required to be filed with the office of the Meeker County Treasurer. The forms require banking information, payment type detail, and a voided check provided by the payee. The form must be signed. All applications for the program are required to apply at least three weeks prior to debit date.
- Authorization will remain in effect until the Meeker County Treasurer is notified in writing of a change in: adding or deleting parcels or in changing financial institutions.
- The Treasurer reserves the right to terminate the Direct Payment Plan if the parcel reflects a property combination or division, tax adjustment, tax court petition process or if any attempt to debit account is rejected by your financial institution. The taxpayer will be notified of any termination of Direct Payment Plan by mail along with a notification that will reflect any balances due and owing for the year.
- The office of the Meeker County Treasurer prepares a file for the banking institution, which is the receiving bank, prior to the payment date. This file includes names, bank account and routing numbers and amounts to be debited. Payment will be taken out of taxpayers accounts on the day the taxes are due.

- An email courtesy reminder will be sent on the 5 days prior to the debit date **if** the payee has provided the email address on the Authorization for Direct Payment form. This notice will only be a reminder that the property taxes will be paid by ACH and the date of the withdrawal from the payee's account. It is the responsibility of the payee to make sure the email address is current.
- A lump sum total will be withdrawn from your checking or savings account if authorization is for payment of multiple parcels.
- The office of the Meeker County Treasurer verifies all incoming ACH payments, processes the payments and proof of payment will appear on your bank statement.
- Enrollees will remain in the program until a written request to withdraw is received by the office of the Meeker County Treasurer, or until they are required to terminate due to a violation of the program. The office of the Meeker County Treasurer will give written notification to individuals of their inability to remain in the program.



MEEKER COUNTY TREASURER'S OFFICE

325 North Sibley Avenue
Litchfield, MN 55355-2155
Phone: (320) 693-5345 Fax: (320) 693-5217

SHARON M. EUERLE
County Treasurer

KATA C. DAHLMAN
Deputy Treasurer

Authorization for Direct Payment of Property Taxes

Property Information:

Taxpayer Name(s)
Address
City, State, Zip
Daytime Phone
Home Phone

Nine Digit Parcel Number(s)

Parcel number grid with dashes

Check one box: [ ] a single full payment [ ] two equal halves [ ] first half only [ ] second half only

Name on Account

Name of Financial Institution

Indicate Account Type (check one) [ ] Checking \* [ ] Savings \*\*

Bank Routing Number (must be 9 digits) Account Number

Email address (to receive notification prior to withdrawal of funds)

\* Attach a voided check that has the bank's routing number and account number on it.

\*\*If choosing to withdrawal from your savings account, you must obtain the appropriate routing information from you financial institution. The routing information on your savings deposit or withdrawal slip is not accurate for direct debit purposes.

I hereby authorize the Meeker County Treasurer to automatically withdraw from the above named account to make payment for my property taxes. Authorization will remain in effect until I notify the Meeker County Treasurer in writing that I wish to change, add or delete parcels, change financial institutions, or if Meeker County requires termination and I am notified. I understand that failure to have sufficient funds on the date of debit will result in a penalty charge for late payment and the inability to remain in the program. I also agree to notify the Meeker County Treasurer at least three weeks prior to debit date to request a change in plan participation.

I have read the Meeker County Direct Payment Program ACH Policy and Procedure document and have been provided a copy of that document. I agree to all of the terms of that policy and procedures documented.

Signature Date