

# **NOTICE TO TAXPAYERS OF THE TOWN OF ROXBURY**

Effective with the first tax payment, the Town of Roxbury will be offering taxpayers the option to have their property tax payments automatically withdrawn from their checking or savings account. By signing up for "AutoPay", taxpayers will:

- Eliminate the possibility of late or lost payments and any penalties that may occur.
- Reduce trips to the Town office.
- Reduce postage.
- The payment(s) is withdrawn from your account on the due date(s), and no sooner. Should the due date fall on a Saturday, Sunday or holiday, the payment will be deducted from your account on the next business day without penalty.

How do I sign up?

To sign up for AutoPay, simply stop by the Town office and pick-up an enrollment form, or call 802-485-7860 and one will be sent to you. When returning the completed form, please include a voided check. This will help ensure that your account number and bank number are accurate. Once the paperwork is complete, you will be notified by the Town when the first payment will start.

**SIGN-UP TODAY AND ENJOY THE CONVENIENCE OF  
AUTOMATED TAX PAYMENTS**

**For any additional questions regarding AutoPay, please call the number listed  
above.**

# **AUTOMATED TAX PAYMENT PROGRAM**

## **THE PROGRAM**

When you participate in the Automated Tax payment program, your property taxes are automatically withdrawn from your checking, savings or bank money market account on the due date(s). For your protection, the program is governed by state and federal regulations, and you can stop participating at anytime with appropriate notification.

## **WHY SHOULD I CONSIDER SIGNING UP?**

- Provides you peace of mind – No chance of forgetting to pay your taxes on time or no need to worry about your payment being lost in the mail because the payments will be automatically withdrawn from your account on the effective tax due date.
- Your payments are made safely, accurately and timely by using the Automated Clearing House system, the same system that deposits millions of paychecks and over half of all Social Security checks.
- Save you time and money – No more writing checks paying postage or mailing your payments. Not to mention driving your payments to the town office on the due date.
- Utilizes your tax dollars more efficiently by saving the Town time and money.

## **HOW DOES IT WORK?**

- Checking, savings and bank money market accounts can be accessed through the Automated Tax payment Tax program. Paperwork to sign-up for this service is to be received by the Town Treasurer three weeks prior to the due date to effectively set-up a pre-notification to your bank and delay any unforeseen complications.
- If the respective tax due date fall on a Saturday, Sunday or holiday, the payment will bet taken out on the next business day without penalty.
- Your bank statement will serve as receipt for your tax records.