



City of Portland Income Tax Automatic Payment Program

Under the Automatic Payment Program, your outstanding taxes are automatically deducted from your checking or savings account on the 15th of each month. If the 15th falls on the weekend or holiday, the money will be deducted from your account the following business day.

Customer Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Last Four of SSN: _____

Monthly Payment Amount: \$ _____

Total Balance (Including Penalty and Interest): \$ _____

Tax Year(s): _____

Name of Financial Institution: _____

Account Number: _____

Routing Number: _____

Checking Savings

For verification, please provide a voided check or a statement from your bank with the correct routing and account information. For savings accounts, you may provide a copy of a deposit slip or statement showing the name of your financial institution, your name, and savings account number. We do not accept member numbers only. You must provide the full account number.

Authorized Signature: _____ Date: _____

The above signature authorizes the City of Portland to initiate periodic withdrawals from the customer's account for payment of Income Tax bills. This authorization will remain in effect until notice of termination is given to the City of Portland Income Tax Department or balance is paid in full. The City shall keep bank account numbers confidential in accordance with the provisions for confidentiality found in the Michigan Freedom of Information Act. Occasionally a payment may be pulled later than the 15th due to unforeseen circumstances.

Please be advised that if any payment cannot be processed for any reason (NSF, closed account, etc.), the customer will be ineligible to remain in the Automatic Payment Program.