POPE COUNTY
MINNESOTA

STEPHANIE RUST
AUDITOR-TREASURER

DIRECT PAYMENT PLAN

Pope County is making available another convenient way to pay your property taxes with the Direct Payment Plan.

You can have your property tax payment automatically deducted from your checking or savings account at your financial institution on a semi-annual basis.

The Direct Payment Plan will help you:

- ✓ Save time writing and mailing checks
- ✓ Save money in postage and bank fees
- ✓ Eliminate the worry of late payment/lost checks and associated penalties
- ✓ Be assured your tax payment is always made on time-even if you're out of town

How does the Direct Payment Plan work?

You authorize payments to be made from your checking or savings account according to the following schedule:

May 15th	½ of the annual tax payment
October 15th (Non-Ag Parcels)	½ of the annual tax payment
November 15th (Ag Parcels)	½ of the annual tax payment

Proof of payment will appear on your bank statement. The authority you give Pope County to charge your account will remain in effect until **YOU** notify us **in writing** to terminate the authorization.

Take advantage of this service by completing the attached authorization form and return it to us by the following dates:

April 15th	For first ½ taxes payable May 15th
September 15th	For first ½ taxes payable October or November 15th

This form (found on the reverse side) along with a voided check may be:

Mailed to: Pope County Auditor/Treasurer's Office
130 East Minnesota Ave
Glenwood, MN 56334

Faxed to: 320-634-3087

Emailed to: mindy.hoffmann@popecountymn.gov

If you have any questions, please contact our office at 320-634-7706.

POPE COUNTY, MINNESOTA

Authorization for Direct Payment of Property Taxes

9 Digit Property ID Number(s)

___ ___ - ___ ___ ___ ___ - ___ ___ ___ ___ ___ - ___ ___ ___ ___ - ___ ___ ___

___ ___ - ___ ___ ___ ___ - ___ ___ ___ ___ ___ - ___ ___ ___ ___ - ___ ___ ___

___ ___ - ___ ___ ___ ___ - ___ ___ ___ ___ ___ - ___ ___ ___ ___ - ___ ___ ___

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Taxpayer's Name _____ _____

(First) **(Last)**

Taxpayer's Mailing Address _____ **Unit #** _____

(Street)

_____ _____ _____

(City) **(State)** **(Zip Code)**

(_____ **)-** _____ _____

(Phone) **(Email Address)**

Name on Account _____

Name of Financial Institution _____

Address of Financial Institution (City) _____ **(State)** _____ **(Zip)** _____

Indicate Account Type (Circle One) **CHECKING** **SAVINGS**

Attach a voided check that has the bank's routing or transit number included. Please note: If you chose to have withdrawal from your savings account, you must obtain the appropriate routing/transit information from your financial institution. The routing/transit information on your **savings** deposit or withdrawal slip is not accurate for direct deposit purposes.

Routing/Transit Number (Must be 9 digits)

Account Number (Up to 17 digits)

Mail Completed and Signed Form To:

Pope County Auditor/Treasurer's Office
130 East Minnesota Ave
Glenwood MN 56334

I hereby authorize Pope County to debit my (our) account for payment of real estate taxes for property described above. This authority is to remain in effect until Pope County has received written notification to terminate this authorization or Pope County requires termination and notifies me.

Signature: _____ **Date:** _____