



PAY YOUR CITY PROPERTY TAX BILL EASILY AND AUTOMATICALLY!

No more check writing! No more postage! No late payments! You can pay your City of Tawas City property tax bill automatically from your bank account using an easy and convenient program called Auto-Pay, an electronic funds transfer program. All you need to do is complete and return this page along with a voided check or deposit slip from your bank account.

Frequently Asked Questions

What is the Auto-Pay program? Auto-Pay allows the total amount of your tax bill to be automatically paid from your savings or checking account. When you sign up for the program, your property tax bill will be paid on the date you choose below.

What are the advantages of Auto-Pay? Auto-Pay offers you the convenience of making time-sensitive payments without having to write a check. Even if you are away, your tax bill will be automatically paid from your designated bank account.

How does it work? Auto-Pay is a secure, reliable way to pay your property tax bill. When you authorize Auto-Pay, you are giving the City of Tawas City's financial institution permission to initiate a transfer from your checking or savings account to the City's account. The withdrawals are done by your financial institution and your monthly bank statement will indicate the amount of the withdrawal and when it was made.

Will I still receive a tax bill? Yes, but for recordkeeping purposes only. Tax bills are mailed on July 1st and December 1st of each year or as close to those dates as possible. The bill will indicate that you are set up for Auto-Pay.

What if my banking information changes? Please notify City Hall of a change in banking information by resubmitting this form with updated information, including the date the change is effective. Changes cannot be made over the phone or email.

How do I cancel Auto-Pay? Complete the Cancellation Request Form and return it to City Hall at least ten (10) business days prior to the due date.

Can I have my tax bill emailed to me? Tax bills are not permitted to be emailed per the Michigan General Property Tax Act, PA 206 of 193, MCL 211.44.

Auto-Pay Enrollment Authorization – City of Tawas City Property Tax Bill

I authorize the City of Tawas City to deduct payments from the account listed below. I understand that I control my payment, and if I decided to discontinue or request any changes to this service, I will give the City of Tawas City notice of at least ten (10) business days prior to the payment date selected.

New Enrollment Change – effective date: _____

Summer Tax payments – check one: July 30th or September 30th

Winter Tax payments – check one: December 30th or February 14th

***If the above date falls on weekend or a Holiday, the payment will be made the previous business day.**

Property Number(s):

____ - ____ - ____ - ____ - ____
____ - ____ - ____ - ____ - ____
____ - ____ - ____ - ____ - ____

Name (as shown on your bill): _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Type of Bank Account: Checking Savings Financial Institution: _____

ABA/Routing Number: ____ - ____ - ____ (9 digits on bottom left corner of check) Account Number: _____

Authorized Account Holder's Signature: _____ Date: _____

**A voided check or deposit slip MUST be attached to enroll in the City of Tawas City Auto-Pay program.
Auto-Pay applications must be received at least ten (10) business days prior to the tax payment date.
Mail completed form to: City of Tawas City, 550 West Lake Street, PO Box 568, Tawas City, Michigan 48764-0568**