



Township of Springfield

COUNTY OF UNION

STATE OF NEW JERSEY

ESTABLISHED APRIL 14, 1794

OFFICE OF THE TAX COLLECTOR

MUNICIPAL BUILDING
100 MOUNTAIN AVENUE
SPRINGFIELD, NEW JERSEY 07081

AUTOMATIC DIRECT ACCOUNT DEBIT AUTHORIZATION

Purpose

The Township of Springfield is pleased to be able to offer taxpayers Automatic Direct Account Debit as a convenient payment method. Taxpayers can have payments automatically and safely debited from a checking or savings account on a quarterly basis. This method eliminates a need to visit the municipal building, it saves time and money writing checks or using postage, it eliminates the possibility of lost, stolen or forged checks, and it reduces the chances of late payments which incur fees and interest charges.

Instructions

Your account must be current to begin this service. Complete the information below. **Attach a blank check with the words "VOID" written across.** Submit the completed form by e-mail to lauren.cacioppo@springfield-nj.us, by fax to (973) 912-2277, or by mail to the Tax Collector. Tax payments will be debited from your account quarterly and will appear on your bank statement as "Township of Springfield".

Property Owner Name			Property Address		
Property Block	Property Lot	Property Qualifier	Mailing Address (If Different than Property Address)		
Bank Name:			Bank Phone Number		
Bank Account Number (not to exceed 17 digits)			Type of Account		
			Savings		Checking
Bank Routing/Transit Number (required 9 digits)			E-Mail Address		
Bank Account Holder Name			Account Phone Number		
Authorized Signature			Date Signed		

Authorization

I hereby authorize the Township of Springfield to debit my checking/savings account each quarter for the quarterly tax payment. I understand that these charges will continue being deducted automatically until I make a written request for the Township of Springfield to discontinue direct debit from my account. I further understand that it is my responsibility to notify the Office of the Tax Collector of any account changes, including sale or transfer of property and bank account changes and that insufficient funds will incur a \$35 processing fee.

Print Name

Signature

Date