



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Dear Taxpayer:

Thank you for your interest in the Fairfax County Electronic Funds Transfer (EFT) program. The EFT program is an automated payment agreement designed to make paying your taxes easy, convenient, and hassle-free. To participate, you will need to complete the following form and provide a voided blank check. Completion of this contract authorizes the Department of Tax Administration (DTA) to deduct agreed upon payment(s) from your financial institution.

Please read the details below before committing to the program:

1. Real estate tax is due July 28th and December 5th. Personal property tax is due October 5. For vehicles moved into the county after July 1st, personal property tax is due February 15th of the following calendar year.
2. You may choose to pay one or more real estate and/or personal property tax accounts. Deductions may be made monthly, quarterly, or as one lump sum.
3. Electronic deductions will continue in the amount and frequency according to your completed application form. If you wish to cancel your plan, add or remove property (to include purchase of new vehicle), or change the amount or frequency of deductions, you will need to notify DTA in writing 30 days in advance of the requested change.
4. You will receive a bill prior to the due date for any remaining balance not included in your plan. For real estate, any amount overpaid will be credited to the following installment, unless requested as a refund. For personal property, any amount overpaid will automatically be returned to you as a refund. If you are unsure of the amount due or need assistance determining the deduction amount, please call DTA at 703-222-8234.
5. DTA will not automatically send receipts for EFT deductions. Please retain a copy of your bank statement for receipt confirmation.

Please return completed form and voided check to:

Fairfax County Department of Tax Administration
12000 Government Center Parkway, Suite 223
Fairfax, VA 22035

For further assistance, please call 703-222-8234 or email DTAEFT@Fairfaxcounty.gov

Sincerely,

E. Scott Sizemore, Director
Revenue Collection Division

DEPARTMENT OF TAX ADMINISTRATION (DTA)
REVENUE COLLECTION DIVISION
12000 Government Center Parkway, Suite 223
Fairfax, VA 22035
Phone: 703-222-8234
TTY: 703-222-7594; Fax: 703-324-2699
www.fairfaxcounty.gov/dta



Fairfax County Department of Tax Administration (DTA)
12000 Government Center Parkway, Suite 223
Fairfax, VA 22035
Phone: 703-222-8234; TTY: 703-222-7594
Fax: 703-324-3935; www.fairfaxcounty.gov/dta

ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION AGREEMENT

FORM
EFT-PRE
Rev 10-2013

FOR THE PAYMENT REAL ESTATE AND/OR PERSONAL PROPERTY TAXES

- ☐ New EFT Authorization
- ☐ Modify Existing EFT Authorization – **Desired Change:** ☐ Update Information ☐ Change Deduction Amount or Date ☐ Add New Property
☐ Delete Property

Name		Business Name (If Applicable)	
Mailing Address	City	State	Zip Code
Home Phone	Business Phone	Cell Phone	E-mail
Name of Financial Institution	Name on Bank Account		Bank Account Type
Bank Account Number	Nine Digit Routing Transit Number		<input type="checkbox"/> Checking (Attach Voided Check) <input type="checkbox"/> Savings (Attach Deposit Slip)

Real Estate Tax Payments

Please select the initiation date and frequency of the electronic debits for your real estate taxes (check one):

- ☐ Monthly: 1st of each month ☐ Monthly: 15th of each month
☐ Quarterly: 1st of January, April, July and October ☐ Quarterly: 15th of January, April, July and October
☐ Lump Sum – full tax amount is deducted on the due date (please leave the Debit Amount blank):
• 1st Installment: July 28th • 2nd Installment: December 5th

Please enter the property address and deduction amount for each property:

Property Address	Debit Amount
	\$
	\$
	\$
	\$

For DTA Use Only

Map Number	MTP

Personal Property Tax Payments

Please select the initiation date and frequency of the electronic debits for your personal property taxes (check one):

- ☐ Monthly: 1st of each month ☐ Monthly: 15th of each month
☐ Quarterly: 1st of January, April, July and October ☐ Quarterly: 15th of January, April, July and October
☐ Lump Sum – full tax amount is deducted on October 5th (please leave the Debit Amount blank):

Please enter the year/make/model and deduction amount for each vehicle:

Year/Make/Model	Debit Amount
	\$
	\$
	\$
	\$

For DTA Use Only

Property Number

Funds will be debited from your bank account within two business days after the initiation date selected above. If the date selected falls on a holiday or weekend, the transaction will be initiated the next business day. Payments will be credited using the initiation date. All taxes must be paid in full on or before the due date. A bill will be sent before the due date for any tax not yet paid. Any outstanding balance after the due date will accrue interest and penalty.

I certify that I have the authority to request an electronic funds withdrawal from the bank account identified above and I authorize Fairfax County, through a third party processor, to initiate and process electronic funds withdrawals from the above account. This EFT authorization agreement remains in effect until Fairfax County receives written notification from me of its termination. Cancellation of this EFT authorization agreement will take effect within 30 days of receiving a termination letter.

My signature indicates that I understand and agree to the terms and conditions of this electronic funds transfer authorization agreement.

Authorized Signature: _____ Date: _____

Mail this form with voided check/deposit slip to: DTA, 12000 GOVERNMENT CENTER PKWY, SUITE 223, FAIRFAX, VA 22035