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Indianapolis, IN 46204

Marion County Treasurer

Claudia O. Fuentes

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Monthly Pay Plan "Flex Pay" or Spring/Fall "Auto Pay" Payment Option

With the Monthly Tax Payment Plan "Flex Pay" or the Spring/Fall "Auto Pay" Payment Option, your payments for Marion County property taxes can be automatically deducted from your checking or savings account.

Monthly Pay Plan "Flex Pay". The Monthly Pay Plan is designed to deduct equal monthly payments from the checking or savings account you designate on the day of the month you designate. An approved Monthly Pay Plan ensures your taxes are paid on time every May and November. Once you sign up, the plan will continue in perpetuity or until **you** cancel the plan. An email notification is sent each month prior to the deduction from your account as a reminder.

Spring/Fall Payment Option "Auto Pay". When you sign up for this option, your property taxes are pulled automatically from the checking or savings account you designate on tax due day. You only sign up once. There is no need to sign up each year as the plan will continue until **you** cancel the plan. An email reminder is sent prior to the deduction from your account as a reminder.

With either plan, your tax bill will still be mailed to you, unless you sign up for e-billing, but you will not have to mail in payment or stand in line to pay. The bill will be for your information only.

This service is offered for a convenience fee not retained by the Marion County Treasurer of .25 for each monthly debit or .95 semi annually and is available to both residents and businesses. Call, write, or email the Marion County Treasurer if you need to cancel a plan or if you have questions.

You may select the payment plan that is right for you by going to www.indy.gov/treasurer and clicking "Payment Options". If you do not have internet, you may sign up by completing the Pay Plan Authorization form and returning the completed information to the Treasurer's Office.

To participate in the Marion County Treasurer's Payment Plans, please:

1. Complete the Authorization form. Be sure to indicate which plan you wish to be on.
2. Sign the Authorization agreement.
3. List additional parcel/schedules with property locations on a separate sheet and firmly attach if there are more than five parcels.
4. If this is a checking account, write the word ****VOID**** across the front of a blank check for the checking account listed and return the voided check along with the authorization form. *(A voided check is not needed if the funds are being pulled from a savings account.)*
5. Return the voided check (if needed) and the completed Authorization to the Marion County Treasurer's Office. Your first withdrawal for taxes will be on the day you designated following the receipt of your application.
6. Mail your application to:

Marion County Treasurer
Tax Payment Debit Option Authorization
Marion County Treasurer
200 E. Washington Street, Suite 1001
Indianapolis, IN 46204-3356

Please keep this page for your records

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Indianapolis, IN 46204

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Marion County, Indiana Monthly Pay Plan "Flex Pay" or Spring/Fall "Auto Pay" Payment Option

Name

Your Daytime Phone Number

Your Email Address

Street Address P.O. Box or Apt. Number

City, State and Zip Code

Your Bank or Financial Institution

Your Bank Routing Number

Your Account Number

Is this a Checking Account or Savings Account
(Check one)

I wish to sign up for the Monthly Pay Plan "Flex Pay" or Spring/Fall Payment Option "Auto Pay" (Check One)

PAYMENT AGREEMENT

This Payment Agreement, made and entered into by and between the Treasurer of Marion County ("Treasurer")

and _____ ("Taxpayer")
(Your Name)

WITNESSETH

WHEREAS, the Taxpayer is desirous of making periodic payments towards said Taxpayer's tax obligations on Real Estate Property or Business /Personal Property / Mobile Home Property and;

Parcel/Schedule Number: Property Location:

List additional parcel/schedules with property locations on a separate sheet and firmly attach.

WHEREAS, the Treasurer is willing to accept such payments and apply them to the Taxpayer's obligation to the above-referenced property;

Monthly Tax Payment Plan or Spring/Fall Payment Authorization

NOW, THEREFORE, the parties agree as follows:

1. On the **first** working day of each month, or the day set forth by the taxpayer, (*day*)_____, the Taxpayer shall pay to the Treasurer one-sixth (1/6) of the taxes due for each half of the year on the property set forth or an amount calculated on the prior year bill until we have the reconciled bill amount.

or;

On the semi -annual due dates if received 15 days prior to the installment due date

The day I want monthly payments to begin is _____
(Month, Day, Year)
2. The Treasurer shall apply all funds received to the prompt payment of the Taxpayer's obligations.
3. The Treasurer will not charge the Taxpayer for holding and applying said funds except for the convenience fee listed above.
4. If there is a surplus of the funds held by the Treasurer, the Treasurer shall account to the Taxpayer for the same. If there is a shortage of funds, the Taxpayer shall remit the additional funds necessary.
5. Either party may terminate this Agreement upon ten (10) days written notice. Upon termination, all funds held by the Treasurer shall be applied to the tax bill and shown as a partial payment.
6. Nothing contained in this Agreement, other than the payment in full of all taxes, shall relieve the Taxpayer of the duty to pay taxes as required on the property listed above.
7. Said payment plan does not protect property listed above from collection proceedings, if the full tax liability is not met by due date.
8. I understand that there will be a handling fee charged to me for each payment that cannot be processed, due to NSF, inactive accounts, etc. I agree to notify the Marion County Treasurer promptly if I change banks or if my banking account number or routing number changes.
9. If full payment of tax liability is not met by the tax due date, up to 10% penalty will be applied to the unpaid balance.
10. I acknowledge that the receipt of a billed statement for property taxes from the Marion County Treasurer constitutes prior notice to me about my prearranged payments which may differ from installment to installment.
11. I understand it is my obligation to cancel a payment plan should I no longer desire to have my taxes collected in this manner. Further, it is my obligation to keep my information current such as, but not limited to, phone numbers, email addresses, bank account information, etc.

Treasurer of Marion County

Dated

By: _____

Taxpayer

Dated

By: _____
