



# AUTOMATIC BANK DRAFT AUTHORIZATION FORM

I authorize Hamilton County Trustee's Office to draft my account specified below for payment of property taxes for the following map parcel number: \_\_\_\_\_  
(Map# from tax bill)

You are authorizing Hamilton County Trustee's Office to debit your checking/savings account through ACH beginning on (check one)  **November 5th** or  **December 5th** for the installment amount listed below. Your account will be debited on the 5<sup>th</sup> of each month with February 5<sup>th</sup>, 2023, being the last payment. If this date falls on a weekend, your account would be debited on the next business day. To cancel the automatic draft or make changes we must be notified in writing 30 days prior to the withdrawal date. Signing this form verifies you understand that failure to have sufficient funds on the day of the debit or failure to notify Hamilton County Trustee's Office of a bank or account change will result in a \$30 NSF fee and removal from the program. The **deadline** for signing up for automatic bank draft is **November 23<sup>rd</sup>, 2022**.

For more information contact Hamilton County Trustee's Office at 423-209-7270 or visit our website <http://www.hamiltontn.gov/trustee>.

**Return completed original form (\*with required attachments) in person or by mail to:**

Hamilton County Trustee's Office  
625 Georgia Avenue, Room 210  
Chattanooga, TN 37402

For Office Use Only  
Clerk Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

### All information must be completed

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street

\_\_\_\_\_ Email: \_\_\_\_\_  
City, State, Sip

Property Address: \_\_\_\_\_

### Bank Information

Name(s) on Bank Account: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address \_\_\_\_\_

### **Only check one box:**

**Checking** (a voided check [not a deposit ticket] is required to verify the routing and account number) \*

**Savings** (documentation from your bank is required to verify the routing and account number) \*

**Routing Number**

**Account Number**

\_\_\_\_\_  
Signature Date

No. of payments: \_\_\_\_\_  
Installment Amt: \$ \_\_\_\_\_

This program is **only** available to taxpayers who are not currently escrowing their property tax and is **only** for the current year taxes.