

Dear Taxpayer:

Thank you for your interest in our Electronic Funds Transfer (EFT) program. To participate, please complete this application and return it to:

Mathews Country Treasurer's Office
P.O. Box 305
Mathews, VA 23109

There are only a few things to know:

1. You may choose to pay one or more real estate and/or personal property tax accounts. You can have the entire amount of taxes debited from your account or you can have a smaller amount debited and we will bill you for the difference. We will bill you at least 14 days prior to the tax due date and the bill will reflect any payments posted prior to the date. Any overpayments will be applied to next year's tax, or refunded upon request.
2. You need to tell us how much to debit from your bank account and how often (Monthly, quarterly, semi-annually or a one-time lump sum). If you are not sure of the amount due, you can call (804) 725-2341 and speak with our staff who will estimate the amount that will be due, or you can use last year's bill as an estimate for this year's bill. Given the program's start-up, fewer debits than usual will be made during the current calendar year. In the future, you may want to spread your payments in equal amounts over the full year.
3. Real estate taxes are due June 5th and December 5th. Personal property taxes are due December 5th.
4. Debits will continue in the amount selected until you advise the County in writing to stop the deductions, change the bank account, or change the amount you wish debited. If you sell a car, house or move out of the County of Mathews you must let us know in writing in order to stop debiting that account. If you buy a new or replacement car or home, a new agreement form will need to be completed. Please contact us to request a change or cancellation form. These forms can also be downloaded from our website www.co.va.mathews.us.
5. Your bank routing number and account number are normally printed at the bottom of your checks. If you are unsure as to the correct number, please check with your bank. Be sure to enclose a voided check along with your application.

We hope you find this program helpful for paying your taxes. If we can be of service, please call (804) 725-2341, 8:30 a.m. – 4:00 p.m., Monday through Friday; visit our office at 10644 Buckley Hall Road, during regular business hours; or, send us an email from our website: www.co.mathews.va.us. Your satisfaction is important to us!

Sincerely,

Wendy H. Stewart, Treasurer



County of Mathews
Treasurer's Office

Wendy H. Stewart, Treasurer

Authorization Agreement For Electronic Funds Transfer
For Real Estate And/Or Personal Property Taxes

I authorize the County of Mathews to start debiting my bank account as specified below. If the date I select falls on a holiday or weekend, payment will be debited the next business day. Transfer of funds to the County will not occur if there are insufficient funds in my account.

(PLEASE PRINT)

Last Name: _____ First Name: _____
Middle Name: _____ Mailing Address: _____
City: _____ State: _____ Zip: _____
Email: _____ Home Phone #: _____

Please choose one payment plan:

Real Estate or Personal Property

- Monthly: 1st of each month
- Monthly: 15th of each month
- Quarterly: 1st of each month; January, April, July, Oct.
- Quarterly: 15th of each month; January, April, July and Oct.
- Semi-annually for real estate: 1st of June, December
- Semi-annually for real estate taxes: 15th of May, November
- Lump Sum: 1st of the month prior to tax due date
- Lump Sum: 15th of the month prior to tax due date

Bank Name: _____ Bank Account #: _____

Bank Account in the name of: _____

Account type: Savings Checking Bank Routing #(nine digits): _____

	Real Estate Taxes	
Map Number	Property Address (911)	Amount per Debit

Account Name	Personal Property	Amount per Debit

This authorization is to remain in effect until County of Mathews receives written notification from me of its termination. Cancellation of this authorization will take effect within 30 days of receiving a termination letter. All taxes have to paid in full on or before the due date. We will bill you before the due date for any tax not yet paid. Any outstanding balance after due date will accrue interest and penalty.

I have read and agree to the terms and conditions contained on this form:

Signature: _____ Date: _____

PLEASE ENCLOSE COPY OF VOIDED CHECK FOR CHECKING ACCOUNT DEDUCTIONS OR DEPOSIT SLIP FOR SAVINGS ACCOUNTS DEDUCTIONS IN THE ENVELOPE PROVIDED.