

YOU MAY NOW PAY YOUR (2012) TAXES ON A QUARTERLY BASIS

Sign up now to pay your Callaway County real estate taxes on a quarterly installment basis.

Your payments will be based on the amount you paid in the previous year for real estate taxes. There will be three equal installments, with the fourth and final installment being the balance of the tax due. Taxes not paid in full by December 31st will result in late penalties and fees being charged which will be the responsibility of the taxpayer, and the payment plan may be terminated.

We will accept the following payment options, check, money order, cash, credit card (fee charged), and automated payment from directly from your bank account. If you wish to pay your quarterly installment by credit card, we currently accept MasterCard, Visa, and Discover. There is a fee of 3.9% (current rate) to pay with credit card (base amount of installment x 3.9%). **If you are planning to pay by automated payment, please fill out and sign the APS authorization form in addition to this agreement to enroll in the installment payment plan. Please read the APS fact sheet for additional information regarding the automated payment process.**

Only real estate taxes are eligible for installment payments at this time. Payment plans will be set up for each individual parcel of land owned. You must have no prior delinquent real estate taxes for the specific parcel(s) you wish to set up monthly payments before enrolling in a payment plan. For example, your **2011 real estate taxes must be paid** before enrolling in a payment plan for your **2012 real estate taxes**.

If you currently escrow your real estate taxes with a mortgage company or related servicing company, you will not be able to set up a payment plan for that particular parcel of land at this time. Remember, payment plans will be set up for each individual parcel regardless of the number of properties you own.

Please visit www.callawaycollector.com for additional information or contact the Collector's Office at (573) 642-0747.

The signed agreement must be received by February 15th to be eligible in the program.

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AGREEMENT

I (we) _____ have read the above information and wish to enroll in a payment plan for my (our) real estate taxes. I (we) understand that there will be a total of four (4) quarterly payments based on the amount of real estate taxes that was paid the previous year. The four (4) payments will consist of three (3) equal installments with the fourth and final payment being the balance of the tax due. I (we) understand that all payments are due by December 31st and that the failure to make a scheduled payment may result in late charges and the termination of said payment plan.

Please Print:

Date: _____

Name(s) as shown on statement _____

Parcel# (include an additional sheet if more than one) _____

Mailing Address _____

City _____ State _____ Zip Code _____

Home Phone Number _____ Daytime Number _____

Email Address _____

Signature(s) _____

All owners must sign

Upon receipt of this signed agreement, the collector's office will mail out a confirmation of enrollment and a payment plan schedule.

NOTICE TO TAXPAYERS IN CALLAWAY COUNTY

Taxpayers may begin paying their real estate taxes on a quarterly basis. Delinquent taxes and those paid by mortgage companies are not applicable. Parcels must be current before an installment plan can be set up. Installment payments **will not** be accepted on personal property tax bills.

In order to take advantage of this program taxpayers will need to do the following: Download an Agreement form from our website (www.callawaycollector.com) or contact our office for a copy. The form is filled out by the taxpayer agreeing to make prearranged payments on real estate taxes. The taxpayer can also authorize the collector to electronically transfer funds from their bank account to the county's account through an automated payment service by filling out an APS (Automatic Payment Service) authorization form. Payment methods are EFT (Electronic Fund Transfer), cash, check, money order and credit cards. The taxpayer must distinguish which parcel(s) they wish to set up installment payments on and each parcel must have its own form. If using APS, a separate authorization form must be filled out for each bank account used.

Payments will be made on a quarterly basis. Payments will be based on the amount that was paid for the previous year's real estate taxes. There will be three equal installments, with the fourth and final installment being the balance of the tax due. Taxes not paid in full by December 31st will result in late penalties and fees being charged which will be the responsibility of the taxpayer.

Agreements should be received no later than February 15th to participate. This will allow ample time for three quarterly payments to be made prior to the final tax bill, which is mailed in November and due by December 31st.

Once the authorization form is received, a database will be created listing each participant. This database will contain a record of the quarterly amount due and the payments. The installment payment program is automated and linked to our AS400 tax file. Custom software for this program is currently being developed and should be installed by April 15th.

A coupon will be used for those who do not wish to electronically debit. The taxpayers who wish to have their real estate taxes paid quarterly by using APS will receive via email a payment schedule showing the parcel number that will be paid and the quarterly payments and the dates the debit entries to their account will take place. The electronic payment process will consist of the collector's office debiting the Taxpayer's bank account for three equal installments on the 20th of each quarter in March, June and September. A final payment will be debited from the bank account once the balance due amount is calculated in November. The payments will be electronically deposited into a newly established escrow account. Our plan is to email confirmation of the debit transaction to the taxpayers. This confirmation will also serve as a record of their payments. For those taxpayers who do not wish to use APS or are unable to, we plan to mail out three coupons when you sign up. The coupons will allow the taxpayers to either mail or bring their payment into the office. The payments will be manually deposited into a newly established escrow account. The coupons will show the parcel number to be paid, amount and date due.

Even though the intent is to have three equal installments, taxpayers not signing up for the plan by February 15th will have the option of doubling a payment to "catch up." The adjusted December amount due will be higher if only two payments were received.

The funds will not be distributed to the taxing entities until the entire amount of the bill is received. Interest earned on the quarterly payments will remain with the county.

Once the tax bills are created, we will transfer the payment information from the quarterly payment system to the current tax collection system. Final balance due notices will be sent to the taxpayers. Once this final payment is received, either by APS or by those paying with coupons, we will mail out paid receipt notices. Our plan is to accomplish this through program changes being developed at this time.

If final payment is not received by December 31st, penalties and late fees will apply to the balance due tax amount only.

The postmark date on payments made by mail will determine the month paid.

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AUTHORIZATION AGREEMENT FOR AUTOMATED PAYMENTS (APS DEBITS)

I (we) hereby authorize the Callaway County Collector, hereinafter called COLLECTOR, to initiate debit entries to my (our) Checking Account/Savings Account (select one) indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of APS transactions to my (our) account must comply with the provisions of U.S. Law. The taxpayer understands that failure to notify the COLLECTOR of any account changes which result in a payment not being honored by the financial institution may result in late penalty and interest charges for which the taxpayer will be responsible. By signing this authorization form, the taxpayer agrees to participate in the AUTOMATED PAYMENT SERVICE program as outlined in this payment agreement until further notice.

Bank _____

City _____

Routing Number _____ Account Number _____

Account Type - Checking _____ or Savings _____

Your account will be debited on the 20th of each month.

This authorization is to remain in full force and effect until the COLLECTOR has received written notification from me (or either of us) of its termination no less than five working days before the due dates to afford COLLECTOR and DEPOSITORY a reasonable opportunity to act on it.

Name(s) _____

Date _____ Signature(s) _____

Your Daytime phone number _____

Parcel # (include additional sheet if more than one parcel) _____

IMPORTANT: CURRENT TAX AMOUNTS WILL BE DEBITED OR CREDITED TO THIS ACCOUNT QUARTERLY IN EQUAL INSTALLMENTS IN MARCH, JUNE AND SEPTEMBER ACCORDINGLY UNLESS OTHERWISE NOTIFIED TO MAKE BILLS CURRENT. DECEMBER AMOUNT WILL BE BASED ON THE BALANCE OF TAX DUE.

NOTE: ALL WRITTEN DEBIT AUTHORIZATIONS MUST PROVIDE THAT THE SIGNER MAY REVOKE THE AUTHORIZATION BY NOTIFYING THE COLLECTOR IN THE MANNER SPECIFIED ABOVE.

A VOIDED CHECK OR SAVINGS DEPOSIT SLIP MUST BE ATTACHED TO THIS FORM.

A \$25.00 FEE WILL BE CHARGED IF WE ARE UNABLE TO PROCESS AN INSTALLMENT PAYMENT DUE TO THE ACCOUNT BEING CLOSED OR INSUFFICIENT FUNDS.