



City of Portland Property Tax ACH Payment Enrollment Form

IMPORTANT PROGRAM INFORMATION:

- This application authorizes the City of Portland to withdraw the tax amount due for the property listed below on the selected date(s). **This application is only for the 2025 tax season.** A new form is required each year.
- Submit an application for EACH parcel number you wish to pay by ACH (automatic bank withdrawal).
- The City of Portland **MUST RECEIVE** your completed application on or before the first date checked below. Late submissions will not be processed, and you will need to use another payment method to make your tax payment.
- If the City of Portland cannot withdraw your payment due to insufficient funds (NSF), you will be charged a \$20 NSF fee, and you will be responsible for any interest or penalties resulting from a late payment.
- All information must be completed, or this form will be returned to you. Please print clearly.

Name/Business Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Parcel Number (from your bill):

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Property Address: _____

PLEASE ATTACH A VOIDED CHECK WITH THIS APPLICATION FOR VERIFICATION PURPOSES

Name of Financial Institution: _____

Account Number: _____

Routing Number: _____

Checking Savings

I authorize the City of Portland to withdraw from the bank account listed below the full amount of taxes due on the above indicated parcel for the following:

- 2025 WINTER PROPERTY TAXES** (*Applications are due on or before December 19. Money is withdrawn on December 26.*)
- 2025 WINTER PROPERTY TAXES** (*Applications are due on or before February 6. Money is withdrawn on February 13.*)

I understand this form only applies to the 2025 tax season and must be received by the deadline above have read the IMPORTANT PROGRAM INFORMATION above and agree to the terms therein listed. I also understand that I must provide written notice to modify or cancel this authorization to the City of Portland, 259 Kent Street, Portland, MI 48875. This application is only for the 2025 tax season.

Authorized Signature: _____ Date: _____

Please mail completed application to City of Portland Treasurer, 259 Kent Street, Portland, MI 48875 before the application deadline listed above. Make a copy for your records.