

# Authorization for Direct Payment of Property Taxes

Dakota County Property Taxation & Records  
1590 Highway 55, Hastings MN 55033  
Phone: 651-438-4576 Fax: 651-438-4399 E-mail: taxdpay@co.dakota.mn.us  
Business Hours: 8:00AM to 4:30PM

Taxpayer's Name(s): \_\_\_\_\_

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

Mailing street address: \_\_\_\_\_ Unit # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Email Address (For Notifications): \_\_\_\_\_

Financial Institution Name: \_\_\_\_\_

Routing/Transit Number (Must be 9 digits): \_\_\_\_\_

Account Type (Check one): **(You must include a Voided Check)**

Checking \_\_\_\_\_  Savings \_\_\_\_\_

Sample Check - U.S. Checking Account



9-Digit Bank Routing Number      Checking Account Number  
Do not leave out any numbers, such as preceding zeroes      Check Number (Do Not Enter)

**Please note:** if you choose a Savings Account for Direct Payment, you must provide a document (example, savings withdrawal slip) that includes your name, the name of your financial institution, the savings account number and bank routing number. Please call your bank to confirm your savings account routing number is accurate on your savings withdrawal slip. If it is not, and you do not have a savings withdrawal slip, please have your bank provide the information on their financial institution letterhead and attach with application.

Was this property previously in escrow and is now paid off?    Yes \_\_\_\_\_    No \_\_\_\_\_

Are you currently signed up for Direct Payment and need to update your account information?    Yes \_\_\_\_\_    No \_\_\_\_\_

I hereby authorize Dakota County to debit my (our) account for payment of real estate taxes for the following parcel(s) described.

12 Digit Property ID Number(s):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

This authority is to remain in effect until Dakota County has received written notification to terminate this authorization or Dakota County requires termination and notifies me. By signing this form, I acknowledge that I have read and agree to the terms and conditions described in the "Direct Payment Agreement" section (page2).

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

*\*Please note: Joint account requires both signatures to enroll in the direct payment program.*

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

# Direct Payment Agreement

## **Confirmation of Direct Payment Agreement**

Please note that you will receive a one-time confirmation letter. The confirmation letter will indicate that you are participating in the direct payment program. Your tax statement payment stubs will show the amount and date on which your bank account will be debited. If the withdrawal dates fall on a weekend, the payment will be debited from your account within the next business day. Your bank statement will be your record of payment.

To ensure that a successful transaction occurs, please confirm with your financial institution that you are using an account that allows this type of draft. Also make sure that the account and routing number you have supplied are correct, and that you have a sufficient amount of money available at the time of withdrawals.

## **Termination of Direct Payment Agreement**

Please note that if your payment is rejected, refused, or returned by your financial institution, Dakota County is not responsible for any fees you may incur from your financial institution. In addition, you may also be charged a late penalty fee from Dakota County for any returned payment. Dakota County reserves the right to terminate enrollment upon notification from your financial institution that the attempt to debit your account was denied.

Your participation in the Direct Debit program will remain in effect until Dakota County receives your written request to terminate the direct payment status. Please notify our office at least four weeks prior to any tax installment due date to avoid having the payment debited. Notification of termination should be sent to:

Dakota County PT&R  
Attn: DPAY  
1590 Highway 55  
Hastings MN 55033  
OR  
taxdpay@co.dakota.mn.us

Dakota County reserves the right to terminate the direct payment status if the parcel reflects a property combination or division, tax adjustment, tax court petition in process, has received payment other than the ACH withdrawal, or if any attempt to debit your account is rejected by your financial institution. You will be notified of any termination of the program by mail along with a courtesy letter that will reflect any balances due and owing for the year.

## **PLEASE NOTE:**

- If you do not provide an email address, you will not receive notifications prior to the withdrawals
- DPAY email addresses will not be shared and will only be used for DPAY contacting purposes
- If you are no longer the current owner or payer, you are responsible to terminate this agreement
- Please notify us no later than four weeks prior to any tax installment due date to set up your direct payment account
- Any enrollment form received in our office after September 15th will be processed on the following tax year
- Do not enroll in this program if you have an escrow account through your mortgage company
- Manufactured Homes are not eligible for this program at this time

## **Send Your Completed Form and Voided Check to:**

Dakota County PT&R  
Attn: DPAY  
1590 Highway 55  
Hastings MN 55033  
OR  
taxdpay@co.dakota.mn.us