



ORANGE COUNTY TAX OFFICE  
228 SOUTH CHURTON ST SUITE 200 PO BOX 8181  
HILLSBOROUGH, NORTH CAROLINA 27278  
Telephone (919) 245-2100 Fax (919) 644-3332 Email [tax@orangecountync.gov](mailto:tax@orangecountync.gov)  
Nancy Freeman, Tax Administrator

### **PAY TAXES BY MONTHLY BANK DRAFT**

Orange County Tax Office offers a Bank Draft Program that will allow you to pay your real and personal property taxes over a 10-month period. This will relieve you of mailing monthly payments, and it will be a convenient way to pay taxes.

- You may choose to have payments drafted on either the 5th or the 20th of the month. Drafts on the 5<sup>th</sup> will begin in February and finish in November; drafts on the 20<sup>th</sup> will begin in January and finish in October. If the chosen date falls on the weekend, the draft will be deducted on the next business day.
- Applications will be accepted by mail, in person or by email. Please submit a new application for each year that you choose to participate.
- Tax bills for registered motor vehicles are not eligible for this program.
- If you change bank accounts or if a financial emergency develops, please contact Tonya Smith 919-245-2729 or [tosmith@orangecountync.gov](mailto:tosmith@orangecountync.gov) at least 5 days prior to the next draft date.
- If you are selling your home, please notify Tonya Smith as soon as possible for a payment history statement so the closing attorney can account for your prepayments.

You will receive the original bill that is sent out in July or August. This bill will reflect any payments made up to the billing date. A balance due receipt with a suggested draft change amount will be mailed or emailed separately. If you wish to adjust your draft amount for the remaining months to ensure that all taxes are paid, please contact **Tonya Smith** to approve the draft change, or with any questions about the draft program. She can be reached at **919-245-2729** or by email at [tosmith@orangecountync.gov](mailto:tosmith@orangecountync.gov).

***Please be advised that payments are non-refundable.***

#### **What to do:**

- Provide a completed application to the tax office by **January 4<sup>th</sup>**. You may choose any amount or use the Suggested Draft Amount. ***Please note that this yields an estimate only.***
- Watch for us to draft your account each month and notify Tonya Smith if there are changes in your bank account information or if you are planning to sell the property.
- A balance due receipt with a suggested draft change amount will be sent in August for an update to the draft amount if needed to pay out the taxes with the remaining drafts.
- A final balance due or paid in full receipt will be mailed in November, after the bank draft program is closed for the calendar year. If there is a balance due, please pay the balance due by January 5<sup>th</sup>.
- A new application must be completed each year for which you want to participate in the bank draft program.

Prepayment #

ORANGE COUNTY TAX OFFICE
228 South Churton Street, Suite 200
PO Box 8181
Hillsborough, NC 27278
919-245-2729
tosmith@orangecountync.gov

BANK DRAFT AUTHORIZATION FOR PAYMENT OF REAL ESTATE PROPERTY TAXES
Please Print

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

HOME PHONE # \_\_\_\_\_

CELL PHONE# \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

TYPE OF ACCOUNT CHECKING \_\_\_\_\_ SAVINGS \_\_\_\_\_

NAME OF BANK \_\_\_\_\_

ROUTING# \_\_\_\_\_

BANK ACCOUNT # \_\_\_\_\_

PROPERTY TAXES TO BE INCLUDED IN THE BANK DRAFT

BILL # \_\_\_\_\_

BILL# \_\_\_\_\_

BILL # \_\_\_\_\_

BILL# \_\_\_\_\_

BILL # \_\_\_\_\_

BILL# \_\_\_\_\_

I authorize the Orange County Tax Office to automatically debit my bank account for the payment of my property taxes. This authorization will be in effect through the period indicated below unless I notify Orange County in writing that I no longer wish to have my account drafted.

I select the 5th \_\_\_\_\_ or 20th \_\_\_\_\_ (choose one) day of each month (a total of 10 drafts) as the date on which my property taxes should be drafted from my bank account. Depending on which day I choose, the first draft will be charged to my account on January 20th or February 5th. The last draft will be charged to my account on October 20th or November 5th. That will equal a total of 10 drafts in the calendar year. The amount that I have agreed with the Orange County Tax Office to be drafted from my account is

\$ \_\_\_\_\_ per month.

SUGGESTED DRAFT AMOUNT:\$ \_\_\_\_\_

- I understand that if I have any outstanding tax bills the draft will not begin until they are paid in full.
I understand that a \$25 returned check fee will be added to any returned ACH payments.
I understand that any tax payments are non-refundable.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

IF NEW PARTICIPANT OR IF BANK INFO HAS CHANGED: PLEASE ATTACH A BLANK CHECK MARKED "VOID"