



## REAL ESTATE TAXES PAYROLL DEDUCTION AUTHORIZATION

I, \_\_\_\_\_, authorize the Lucas County Auditor to withhold from each of my payroll checks an amount to pay my Lucas County Real Estate taxes each half year. These deductions will be prepayments towards my estimated real estate property taxes beginning immediately for the next tax collection cycle following my signing this agreement. The payments will be retained in an escrow account until the next tax collection cycle and then all payments will be applied toward the payment of real estate property taxes due and owing for that collection cycle.

Withholdings from August to January will be applied to the 1<sup>st</sup> half tax bill due at the end of January. Withholdings from February to July will be applied to the 2<sup>nd</sup> half tax bill due at the end of July. The Treasurer also agrees to provide the taxpayer with a final notice of payments received and the balance due two to three pay periods leading to the closing date of the current collection cycle.

Withholdings may not be used to pay delinquent taxes owed unless specific arrangements for this have been made with the Treasurer's office.

Monies received as payments in the escrow account will not be released other than for the payment of taxes, except for reasons required by law. Excess remaining in an escrow account after the payment of real estate taxes will remain and be applied toward future real estate taxes.

The taxpayer understands that prepayment elections collected during that period are for the full amount due. The taxpayer also understands that if full payment has not been received by the due date of each half the parcel will accrue penalties based on the outstanding balance.

No changes can be made to the amount of your payroll deduction. If you stop your payroll deduction you may not opt back in.

**This authorization shall remain in effect until written notification is given to the Auditor's office Payroll Department.**

\_\_\_\_\_  
Print name (Last, First)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Parcel Number(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Peoplesoft EmpID# \_\_\_\_\_ Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

---

To be completed by the Treasurer's Department

BiWeekly Payroll Deduction Amount: \_\_\_\_\_

Starting on Pay Period: \_\_\_\_\_