

## **Pay your taxes by Auto-pay**

Use the Auto-pay method to have the Mason County Treasurer automatically deduct your tax payment(s) from your United States checking or savings account.

Please note that funds can be debited from your authorized account as early as 6:00 a.m., PST, the Treasurer's Office can only control the effective date of the debit and not the time a debit occurs. If you have any questions concerning your banking institutions policies for debits, please contact them directly.

We will only attempt to debit your account once on the effective date of the debit. If funds are unavailable, you will be notified and you will need to pay with a cashier's check, money order, cash or personal check. Additional charges will be added for a returned item fee in the amount of \$40.00 plus interest and/or penalty charges.

Fill out the application form provided here and return it to our office. Then on April 30<sup>th</sup> and October 31<sup>st</sup>, or the next business day should these dates fall on a weekend or holiday, your tax payment(s) will be made automatically for the amount shown on your tax statement.

You must however complete and return the form by April 15<sup>th</sup> and October 15<sup>th</sup>.

This authorization remains in effect until the Mason County Treasurer has received written notification from you, no less than 15 days prior to the next payment date.

### **Step by step instructions:**

1. Print the **application form**.
2. Fill out the form, including the appropriate signature(s) for the account.
3. Attach a voided check, if using a checking account.
4. Attach or list **all** tax parcel numbers for the parcels you wish to have us pay directly.
5. Mail the completed form to the **Mason County Treasurer's Office, PO Box 429, Shelton, WA 98584-0429**
6. We will process it from here.

If you already participate in the Auto-pay program, and you need to:

**Change your bank account number**, then follow the instructions detailed above and include a note that this is a change of account number.

**Add parcel(s)**, then follow the instructions as detailed above and include a letter requesting that we add the parcel(s) to your account.

**Cancel the Auto-pay process**, print the **cancellation form**, fill it out and mail to the address shown above.