MANNY ORTIZ
BERNALILLO COUNTY TREASURER
P.O. Box 627 Albuquerque, NM 87103-0627 (505) 468-7391 treas@bernco.gov

Dear Taxpayer:

Thank you for choosing the electronic bank transaction Tax Payment Plan.

By using the **Automatic Tax Bill Payment Option**, your Bernalillo County property tax bill payment will be automatically deducted from the U.S. checking or savings account you designate. Authorized half payments will be deducted on **December 09, 2013 and May 09, 2014;** full year payments will be deducted on **December 09, 2013**.

You will have time to review your tax bill before the amount owed is deducted from your account. The Bernalillo County Treasurer's Office must be notified in writing at least thirty days prior to the scheduled payment date to stop the automatic payment.

Sufficient funds must be available on the withdrawal dates, December 09, 2013 and/or May 09, 2014. This tax payment will appear as a debit on your account statement.

To participate in the Bernalillo County Treasurer's Automatic Tax Bill Payment Option, please:

1. Complete the enclosed Authorization Form. Only one authorization form can be used per financial institution. If additional forms are needed, contact the County Treasurer's Office at 505-468-7391.

Be sure to attach a voided **check** or **withdrawal slip** as shown on the Authorization Form. **Do not send a deposit slip.**

2. Return the completed Authorization Form and voided check/withdrawal slip no later than September 30, 2013, to:

   Bernalillo County Treasurer
   Automatic Tax Bill Payment Option
   P.O. Box 627
   Albuquerque, New Mexico 87103-0627

All prior taxes must be paid in full before applying for automatic tax bill payment option.

AUTHORIZATION FORM - AUTOMATIC TAX BILL PAYMENT

I authorize Bernalillo County to instruct my financial institution to make my tax bill payments from the account listed below. I understand that if at any time I decide to discontinue this payment service I will notify Bernalillo County in writing. Automatic Tax Bill Payment is a free service provided by Bernalillo County and my financial institution.

SIGNATURE _____ DATE _____

TAXPAYER INFORMATION

Name

Mailing Address

City/State/Zip

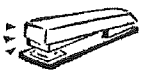
Home Phone

Work Phone

(For Office Use Only)
PAYER ID:

BANKING INFORMATION (BANK, CREDIT UNION, SAVINGS & LOAN)

A voided check or withdrawal slip must be attached to process your authorization.



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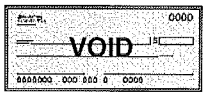
Type of Account:

☐ Checking - Attach voided check

☐ Savings - Attach voided withdrawal slip



PARCEL INFORMATION

List all property code numbers (18 or 20 digits) and specify if automatic payment should be paid in full or in two equal installments for each property. The property code (parid) can be located in the upper right corner of your most current Tax Bill or on your Notice of Value above the address.

							CIRCLE ONE	
1.							Full	Half
2.							Full	Half
3.							Full	Half
4.							Full	Half
5.							Full	Half

DO NOT ENCLOSE PAYMENTS WITH THIS AUTHORIZATION.