

200 E. Washington St.  
Suite 1001  
Indianapolis, IN 46204



# Marion County Treasurer Barbara A. Lawrence

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## Monthly Pay Plan “Flex Pay” or Spring/Fall “Auto Pay” Payment Option

With the Monthly Tax Payment Plan “Flex Pay” or the Spring/Fall “Auto Pay” Payment Option, your payments for Marion County property taxes can be automatically deducted from your checking or savings account.

**Monthly Pay Plan “Flex Pay”** The first time you can sign up for “flex pay” is for the fall cycle once you have paid your May bill. The monthly payment plan is designed to deduct equal monthly (6) payments from the checking account or savings account you designate on any day each month you select. An approved monthly payment plan ensures your taxes are paid every May and November. Once you sign up, you will need to select every tax cycle (Spring or Fall ) when you want to have the deduction from your account. If you make 6 payments per cycle there is a convenience fee of .25, if you have less than 6 it is a .95 convenience fee. An email notification is sent each month prior to the deduction from your account as a reminder.

**Spring/Fall Payment Option “Auto Pay”** When you sign up for this option, your property taxes are pulled automatically from the checking or savings account you designate on tax due day. You only sign up once. There is no need to sign up each year as the plan will continue until **you** cancel the plan. An email reminder is sent prior to the deduction from your account as a reminder.

With either plan, your tax bill will still be mailed to you, unless you sign up for e-billing, but you will not have to mail in payment or stand in line to pay. The bill will be for your information only.

This service is offered for a convenience fee not retained by the Marion County Treasurer of .25 for six monthly debit or .95 for less than six or semi annually and is available to both residents and businesses. Call, write, or email the Marion County Treasurer if you need to cancel a plan or if you have questions.

You may select the payment plan that is right for you by going to [www.indy.gov/treasurer](http://www.indy.gov/treasurer) and clicking “Payment Options”. If you do not have internet, you may sign up by completing the Pay Plan Authorization form and returning the completed information to the Treasurer’s Office.

### To participate in the Marion County Treasurer’s Payment Plans, please:

1. Complete the Authorization form. Be sure to indicate which plan you wish to be on.
2. Sign the Authorization agreement.
3. List additional parcel/schedules with property locations on a separate sheet and firmly attach if there are more than five parcels.
4. If this is a checking account, write the word **\*\*VOID\*\*** across the front of a blank check for the checking account listed and return the voided check along with the authorization form. *(A voided check is not needed if the funds are being pulled from a savings account.)*
5. Return the voided check (if needed) and the completed Authorization to the Marion County Treasurer’s Office. Your first withdrawal for taxes will be on the day you designated following the receipt of your application.
6. Mail your application to:

Marion County Treasurer  
Tax Payment Debit Option Authorization  
200 E. Washington Street, Suite 1001  
Indianapolis, IN 46204-3356

Please keep this page for your records

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Indianapolis, IN 46204

# Marion County Treasurer

## Barbara A. Lawrence



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### Marion County, Indiana Monthly Pay Plan "Flex Pay" or Spring/Fall "Auto Pay" Payment Option

\_\_\_\_\_  
Name

\_\_\_\_\_  
Your Daytime Phone Number

\_\_\_\_\_  
Your Email Address

\_\_\_\_\_  
Street Address P.O. Box or Apt. Number

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Your Bank or Financial Institution

\_\_\_\_\_  
Your Bank Routing Number

\_\_\_\_\_  
Your Account Number

Is this a  Checking Account or  Savings Account  
(Check one)

I wish to sign up for the  Monthly Pay Plan "Flex Pay" or  Spring/Fall Payment Option "Auto Pay" (Check One)

#### PAYMENT AGREEMENT

This Payment Agreement, made and entered into by and between the Treasurer of Marion County ("Treasurer")

and \_\_\_\_\_ ("Taxpayer")

(Your Name)

WITNESSETH

WHEREAS, the Taxpayer is desirous of making periodic payments towards said Taxpayer's tax obligations on Real Estate Property or Business /Personal Property / Mobile Home Property and;

Parcel/Schedule Number:      Property Location:


List additional parcel/schedules with property locations on a separate sheet and firmly attach.

WHEREAS, the Treasurer is willing to accept such payments and apply them to the Taxpayer's obligation to the above-referenced property;

## Monthly Tax Payment Plan or Spring/Fall Payment Authorization

NOW, THEREFORE, the parties agree as follows:

1. On the **first** working day of each month, or the day set forth by the taxpayer, (*day*)\_\_\_\_\_, the Taxpayer shall pay to the Treasurer one-sixth (1/6) of the taxes due for each half of the year on the property set forth or an amount calculated on the prior year bill until we have the reconciled bill amount.  
  
or;  
  
On the semi -annual due dates if received 15 days prior to the installment due date  
  
The day I want monthly payments to begin is \_\_\_\_\_  
(Month, Day, Year)
2. The Treasurer shall apply all funds received to the prompt payment of the Taxpayer's obligations.
3. The Treasurer will not charge the Taxpayer for holding and applying said funds except for the convenience fee listed above.
4. If there is a surplus of the funds held by the Treasurer, the Treasurer shall account to the Taxpayer for the same. If there is a shortage of funds, the Taxpayer shall remit the additional funds necessary.
5. Either party may terminate this Agreement upon ten (10) days written notice. Upon termination, all funds held by the Treasurer shall be applied to the tax bill and shown as a partial payment.
6. Nothing contained in this Agreement, other than the payment in full of all taxes, shall relieve the Taxpayer of the duty to pay taxes as required on the property listed above.
7. Said payment plan does not protect property listed above from collection proceedings, if the full tax liability is not met by due date.
8. I understand that there will be a handling fee charged to me for each payment that cannot be processed, due to NSF, inactive accounts, etc. I agree to notify the Marion County Treasurer promptly if I change banks or if my banking account number or routing number changes.
9. If full payment of tax liability is not met by the tax due date, up to 10% penalty will be applied to the unpaid balance.
10. I acknowledge that the receipt of a billed statement for property taxes from the Marion County Treasurer constitutes prior notice to me about my prearranged payments which may differ from installment to installment.
11. I understand it is my obligation to cancel a payment plan should I no longer desire to have my taxes collected in this manner. Further, it is my obligation to keep my information current such as, but not limited to, phone numbers, email addresses, bank account information, etc.

Treasurer of Marion County

Dated

By: \_\_\_\_\_

\_\_\_\_\_

Taxpayer

Dated

By: \_\_\_\_\_

\_\_\_\_\_