



SHEBOYGAN COUNTY TREASURER AND REAL PROPERTY LISTING OFFICE

Laura Henning-Lorenz
County Treasurer

Michele Steffes
Administrative Manager/Deputy Treasurer

To: Property Owners
From: Laura Henning-Lorenz, Sheboygan County Treasurer
Re: Payment of Delinquent Taxes

Our office offers electronic funds transfer (EFT) as a payment option. This option is only available to those properties with delinquent taxes.

EFT is an automatic withdrawal (or debit) from a checking or savings account. You may already have an EFT in place for your utility bills. An EFT with our office would work in much the same way.

How does a property owner with delinquent taxes implement an EFT with our office?

1. Complete the ACH Authorization Form on the back side of this letter, sign and return to the County Treasurer's Office. Please include a voided check if the withdrawal will be from a checking account.
2. Once the form is received, our office will set-up the withdrawals to begin on the indicated date. We will keep your ACH Authorization Form securely locked in our office until internal record retention policy requires destruction.

I have a few tips for you.

- Be sure the EFT amount being deducted is working for you, so that your delinquent taxes are getting lower. The goal is to get caught up on your taxes and then to stay current. If after a few months of being on EFT, the balance is not getting smaller, then consider changing the deduction to a higher amount if you can afford it.
- Be sure the funds are available in your account on the day of the scheduled withdrawal. If something does happen and you know that money will not be available, please call our office immediately. **Please be advised we use a third-party vendor to manage the withdrawal of these funds. All scheduled transactions process 3 business days before the actual withdrawal date, so any changes must be made at least 3 business days prior to the scheduled withdrawal date as we cannot make any changes once the withdrawal has processed.**
- If you need to make any permanent changes to your withdrawal payment plan, we will need a new ACH Authorization Form to be completed and in our office before we can make those changes. These would include: a change of bank; a change of account number; change in the dollar amount being withdrawn; frequency of withdrawal; and permanent cancelling of withdrawals without the delinquent taxes being paid in full.

If you have any questions, please contact our office at (920) 459-3015, Monday - Friday from 8 a.m. to 5 p.m.



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ACH AUTHORIZATION FORM (for delinquent properties only)

FOR OFFICE USE ONLY	Date Received	Date Entered in Vanco	Initials
Effective Date:			
Type of Authorization:			
New Authorization	Change Payment Amount	Change Payment Date	
Change Banking Information	Discontinue EFT Payment		
Last Name		First Name	
Mailing Address			
City		State	Zip
Phone	Email address (optional)		
Parcel #	Property Address (if different from Mailing Address above)		
PAYMENT:			
Monthly on the 5th OR 20th (please circle which date)			
Semi-Monthly on the 5th AND 20th			
Weekly on EVERY Friday			
Bi-Weekly on EVERY OTHER Friday			
Other			
Date of First Withdrawal:			
Amount of Withdrawal per Transaction:			
BANK ACCOUNT INFORMATION:		Routing Number:	
Select type of account:		Valid Routing # must start with 0, 1, 2, or 3	
Savings (contact your bank for routing number)		Account Number:	
Checking (attach a voided check)		<p style="font-size: small; text-align: center;"> └─── Routing Number ───┘ └─── Account Number ───┘ └─── Check Number ───┘ </p>	
By signing this document, I authorize the Sheboygan County Treasurer's Office to process debit entries to my account. I understand that this authority will remain in effect until I provide reasonable notification to terminate the authorization.			
Authorized Signature:		Date:	

If your property is in the process of tax foreclosure, then according to Wisconsin State Statute 75.521, authorization for automatic debits from your account will not stop this action from going forward. Contact the County Treasurer's Office at (920) 459-3015 to discuss this matter.

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