

CITY OF EAST LANSING

2023 SUMMER PROPERTY TAXES Automatic Bill Payment Enrollment Form

Follow these 4 easy steps to maximize your time!

#1 Complete the information below (please print):

Taxpayer Name _____

Property Address _____ Property # ____ - ____ - ____ - ____ - ____

Daytime Phone (____) ____ - ____

#2 Provide the required financial information below:

Name of Financial Institution _____

Routing # _____
Account Number _____ Checking Savings

Information provided must be legible. A **COPY OF A VOIDED CHECK OR MEMBERSHIP CARD IS RECOMMENDED** to ensure the correct account and ABA/routing numbers are used for this electronic payment.

#3 Provide your signature for authorization:

I hereby authorize the City of East Lansing to deduct the full amount of my summer property tax bill from the checking or savings account listed above on the following date (**please allow 10 days for processing**):

July 21, 2023 **OR** August 18, 2023

I understand that all information provided will remain confidential. I understand that it is my responsibility to confirm the City has received and processed my enrollment form. I understand that a fee will be charged if my payment is returned for any reason and that my taxes will be considered unpaid and subject to penalty if not paid by August 31, 2023. **If at any time I decide to discontinue this payment service I will notify the City of East Lansing in writing no less than 10 days prior to the scheduled payment date.**

**PLEASE
SIGN!**

THIS FORM CANNOT BE PROCESSED WITHOUT YOUR SIGNATURE

Signature _____ Date _____

*** PLEASE COMPLETE THE UPPER PORTION AND RETURN THE ORIGINAL TO CITY HALL ***

#4 Complete this section and remove for your records:

On (insert today's date) _____ I authorized the City of East Lansing to deduct the full amount of my summer property tax bill using the following financial institution information.

Name of Financial Institution _____

Routing # _____

Account Number _____ Checking Savings

Payment Date: July 21, 2023 **OR** August 18, 2023

City of East Lansing
410 Abbot Rd
East Lansing, MI 48823
Phone: (517) 319-6826



- Please note a new enrollment form will need to be completed for each tax season.
- Please mail or hand-deliver your enrollment form.