



# REAL ESTATE TAX AUTOMATIC PAYMENT (AUTO PAY) APPLICATION

Mail to: NYC Department of Finance, Adjustment and Discrepancy Unit, 59 Maiden Lane, 19th Floor, New York, NY 10038

**Instructions:** Use this form to request an automatic deduction of Real Estate Property Tax Payments directly from your bank account; **or**, to cancel your prior registration. Please return this completed form, *with a copy of a voided check*, to the address above or fax it to 212-232-1564. **For quicker automatic deductions register online at [www.nyc.gov/finance](http://www.nyc.gov/finance) (click on NYCeFile, select Pay Property Tax (EFT)). For assistance please call 311.**

## SECTION I - REGISTRATION/REVOCAION INFORMATION

### REGISTRATION:

I want to register for Automatic Payment (Auto Pay) services for my Real Estate Taxes. (Choose one method of Auto Pay below):

**QUARTERLY/SEMI-ANNUALLY**

**ANNUALLY**

### CHANGE BANK INFORMATION:

I want to change my routing and/or my account number.

### REVOCAION:

I want to cancel my Automatic Payment (Auto Pay) registration.

## SECTION II - PERSONAL INFORMATION

1. Name of Applicant: \_\_\_\_\_  
PRINT FIRST NAME PRINT LAST NAME PRINT MIDDLE INITIAL

2. Address: \_\_\_\_\_  
NUMBER AND STREET APARTMENT/FLOOR

3. City: \_\_\_\_\_ 4. State: \_\_\_\_\_ 5. Zip Code: \_\_\_\_\_

6. Country: \_\_\_\_\_ 7. Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

8. Borough \_\_\_\_\_ 9. Block: 

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 10. Lot: 

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If you have more than one property please attach a list of each property with Borough, Block and Lot numbers.

11. Email Address, if available: \_\_\_\_\_

## SECTION III - BANK ACCOUNT INFORMATION

**PLEASE ATTACH A VOIDED CHECK**

1. Account Holder Name(s): \_\_\_\_\_

2. Type of Account:  Checking  Savings  Other: \_\_\_\_\_

3. ABA Routing #: \_\_\_\_\_ (nine digit number on the botton left of check) 4. Bank Account #: \_\_\_\_\_

5. Signature: \_\_\_\_\_ 6. Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_