NEW YORK CITY DEPARTMENT OF FINANCE ● PAYMENT OPERATIONS DIVISION ● ADJUSTMENT AND DISCREPANCY UNIT

Department of Finance

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 (click on NYCe-File, select Pay Property Tax (EFT)). For assistance please call 311.**

SECTION I - REGISTRATION/REVOCATION 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**

REVOCATION:

☐ 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: ☐☐☐☐ 10: Lot: ☐☐☐☐

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. If you no longer have an interest in the property, please check the Revocation box above. If you are changing your banking information, check here: ☐

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: _____/_____/_____