



FRANCIS X. O'LEARY
TREASURER

ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE COUNTY TREASURER
OPERATIONS DIVISION
#1 COURTHOUSE PLAZA, SUITE 201
ARLINGTON, VIRGINIA 22216-0530



NATHAN L. NORTON
DEPUTY TREASURER

**AUTOMATED BANK DEBIT SERVICE
(ABD)
RIGHTS AND OBLIGATIONS**

As an Automated Bank Debit Service (ABD) participant, you become bound by certain obligations and are entitled to certain rights. These rights and obligations are summarized below.

- There is no charge for participating in the ABD program.
- You may cancel your participation in ABD by writing or telephoning the Treasurer's Office at (703) 228-3091. Notification must be received no later than five working days prior to the next scheduled debit in order for the cancellation to be effective for the current debit.
- You may choose to pay your real estate taxes, personal property taxes, business tangible taxes, and or utility (water, sewer, and refuse) bills.

To participate in the ABD program to pay your **real estate taxes**:

You may select either of two payment options:

- * **Pay on the Due Date:** The full amount of your tax installment will be transferred from your designated bank account not earlier than the June 15th and October 5th due dates. If you select this option, we need your application by April 30th for payment of your first installment, or by August 30th for your second installment. You will receive a debit notice approximately one month prior to June 15th and October 5th indicating the amount to be automatically deducted from your bank account.
- * **Monthly Payments:** A prorated amount of your tax bill will be transferred from your designated bank account not earlier than the 5th of each month so that the total transfers as of October 5th will equal the total annual bill amount. In order for the transfers to begin on schedule, please respond by June 1st for payment of the second installment, or by October 1st for the first installment. Once you are enrolled in the ABD program you will receive a debit notice at the beginning of May each year indicating the new monthly amount to be automatically deducted from your bank account.

You must notify our office if you are selling the property, so that we may promptly delete it from the ABD program.

Arlington County, Virginia - Office of the Treasurer

Automatic Bank Debit Service Authorization Form

Please print and complete this form and mail or fax with a voided check to:

Arlington County Office of the Treasurer
Management Information and Billing Section
2100 Clarendon Blvd, Suite 203
Arlington, VA 22201
FAX (703) 228-7081

Name(s): _____
Address: _____
City, State, Zip: _____
Soc Sec Num: _____ - _____ - _____
Work Phone: (____) _____ - _____ Home Phone: (____) _____ - _____

Personal Property

Account Number : _____ Model Year : _____ Make of Vehicle: _____

Business Tangible

Account Number: _____

Real Estate

Account (RPC) Number: _____ Property Address: _____

Utilities (Water, Sewer and Refuse)

Account Number: _____ Property Address: _____

____ I authorize my financial institution to accept payment requests from the Arlington County Treasurer on the tax due date and post them to my bank account. I understand that if any information listed on this authorization changes, I must contact the Treasurer's Office immediately. I have read and understand my [rights and obligations](#) as a participant of this service.

____ Please debit any tax bills for additional personal property that I may acquire from my bank account.

Financial Institution

Signature

____/____/_____
Date

PLEASE ENCLOSE A VOIDED CHECK OR A COPY