



City of Xenia Income Tax Division
PO Box 490
Xenia, OH 45385-0490
Voice (937) 376-7248
Fax (937) 376-8914

Use the SECURE EMAIL link on our webpage at www.xeniacity.com

REQUEST FOR ACH WITHDRAWAL OF QUARTERLY ESTIMATED PAYMENTS

Tired of writing checks and postage increases? Want to avoid underpayment of estimated tax penalties? Consider signing up for ACH withdrawal of your quarterly Xenia estimated taxes.

How does it work?

You provide the City of Xenia with your banking information (your information will be kept confidential) and the amount you would like withdrawn quarterly (4/15, 6/15, 9/15 and 1/15) to be applied as an estimated payment for the current tax year.

Please respond promptly to the test Secure email so that your account can be activated.

How do I sign up?

You must complete the form below and provide a voided check for the bank account you wish the withdrawals to be made from. Withdrawals will automatically be made for the amount you specify on 4/15, 6/15, 9/15 and 1/15 until you notify the Tax Division in writing that you wish to have the withdrawals stopped.

Important Notices/Terms:

- You are responsible for notifying the Income Tax Division in writing when there are any changes to your banking information, your email address, estimated payment amount or when you wish to discontinue ACH withdrawals.
Unless you notify us in writing to discontinue ACH withdrawals or change the withdrawal amount, the withdrawals will continue on a quarterly basis for the amount specified.
A Secure email reminder (to the email currently on record with the Income Tax Division) will be sent approximately 15 days before the withdrawal.

Taxpayer Name (Please print) Phone #

Social Security Number (Please print) Email Address (Please print)

Amount to be withdrawn on 4/15, 6/15, 9/15 and 1/15 \$ *

*This amount will be withdrawn until you notify the Tax Division in writing that you wish to change the amount of the payment or that you wish to stop all ACH payments.

I have read the above and agree with the notices/terms listed. I have attached a voided check (forms will not be processed without a voided check) and I am authorizing the City of Xenia Ohio to perform ACH withdrawals from the bank account listed on the check to pay my quarterly estimated income tax payments.

Signature of person authorizing ACH withdrawals: Date:

For office use only: Income Tax Account Number: Test Email Sent Response Received Prenote: Actual Debit: