



Wade Kapszukiewicz

Lucas County Treasurer

One Government Center, Suite 500 · Toledo, OH 43604-2253

Escrow I.D.
(Office Use Only)

Lucas County Monthly Escrow Agreement

Thank you for your inquiry regarding our Monthly Escrow Plan. This plan is designed to allow taxpayers the ability to **prepay** their property taxes in monthly installments versus paying them twice a year. By completing this application, you will authorize the Lucas County Treasurer to hold your monthly payments in escrow until they become due at the end of each collection cycle.

Option 1: Monthly direct withdrawal from a checking or savings account. The automatic withdrawal will be debited from the specified account on the 15th of every month. If the 15th falls on a holiday or weekend, the debit will occur on the following business day. A balance due notice letter will be prior to the January 15th and July 15th withdrawal.

Option 2: Set of payment coupons mailed to the taxpayer twice a year (February & August). These coupons along with payment should be mailed monthly. A balance due bill will be mailed one month prior to the January 31st and July 31st due date.

Monies received as payments in an escrow account will not be released other than for the payment of taxes, except for reasons required by law. Excess funds remaining in an account after the payment of taxes will: (1) remain and be applied to future real estate taxes; or (2) be returned to the taxpayer upon request to the Lucas County Treasurer. **Refunds can only be processed twice per year, during the collection cycles in January and July.**

Please acknowledge the following rules by checking the boxes:

- The taxpayer understands that the prepayments made must be equal to or exceed the full amount of taxes due for that collection period.
- The taxpayer understands that if full payment has not been received by the semi-annual due date, the parcel will accrue penalty based on the outstanding balance.
- Failure to make payments using escrow coupons (option 2) will result in removal from the program.

This agreement will remain in effect on an annual basis until the Treasurer is notified IN WRITING. It is the responsibility of the taxpayer to notify Treasurer’s Office of any changes (i.e., address change, account change, or sale of the property).

PLEASE SELECT PLAN OPTION

- Option 1:** I wish to enroll in the Lucas County Treasurer’s **Automatic Withdrawal Program.**
(Please provide a voided check or account information for savings)
- Option 2:** I wish to have monthly coupons mailed to my home address.
(Failure to remit monthly coupons provided will result in removal from the program)

Please print name (Last, First)

Signature Date

Parcel Number(s)

Mailing Address

Telephone Number _____

Email Address _____