



# Borough of Waldwick

P.O. Box 65  
Waldwick, N.J. 07463

COLLEEN A. ENNIS  
Chief Financial Officer  
Tax Collector - Water Agent

Phone (201) 652-5300  
Fax (201) 652-4719

Dear Taxpayer,

The Tax & Water Office has an ACH bank draft program (direct withdrawal) available to our taxpayers. This service assures your payment will be received in a timely manner as well as providing a safe and secure way to pay your taxes and water.

Quarterly property tax and/or water payments as billed can be debited from your CHECKING or SAVINGS account on the payment due dates of August 1, November 1, February 1, and May 1. We do not draft from equity accounts. You may enroll at any time, **PROVIDED A COMPLETED AUTHORIZATION FORM IS RECEIVED AT LEAST TWO WEEKS PRIOR TO THE SCHEDULED DRAFT DATES.** Cancellation of such transactions shall be in writing and submitted to the Tax and Water Office 30 days in advance of the cancellation.

Please be aware that there will be a \$20.00 fee if an automatic withdrawal is returned due to insufficient funds or the account number given on the application is incorrect.

If you would like to enroll in this program, please complete the entire authorization form enclosed with this letter. Be sure to attach a voided check. Incomplete applications will delay enrollment.

Please direct any questions or concerns you may have to our office at 201-652-5300.

Sincerely,

Colleen A. Ennis  
Chief Financial Officer

**Authorization Agreement for ACH Withdrawals  
For Quarterly Property Tax & Water Payments**

Company Name: Borough of Waldwick                      Date: \_\_\_\_\_

Please indicate which payments this authorization includes.

\_\_\_\_\_ Taxes                      \_\_\_\_\_ Water

Check One:

\_\_\_\_\_ New Authorization                      \_\_\_\_\_ Authorization to Transfer to Another Depository

\_\_\_\_\_ Change of Account Number                      \_\_\_\_\_ Cancellation \*

I (we) hereby authorize the Borough of Waldwick, hereafter called COMPANY, to initiate debit entries to my (our) checking account indicated below and I hereby authorize the depository named below, hereinafter called DEPOSITORY, to debit the same to such account.

Depository Name \_\_\_\_\_                      CHECK ONE  
Branch \_\_\_\_\_                      Savings \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_                      Checking \_\_\_\_\_  
Transit/ABA No. \_\_\_\_\_ Account No. \_\_\_\_\_

This authority is to remain in full force and effect until COMPANY has received written notification from me of its termination in such time and in such manner as to afford the COMPANY and the DEPOSITORY a reasonable opportunity to act on it and in no event shall a termination notice be effective with respect to entries processed by the COMPANY or the DEPOSITORY prior to its receipt. The bank or financial depository information provided in this form by the taxpayer shall remain confidential from all other sources and used solely for the purposes described in this form.

\*\*\*\*\* Please Type or Print Clearly \*\*\*\*\*

Name (s) \_\_\_\_\_

Property Location \_\_\_\_\_

Mailing Address (if different from above)  
\_\_\_\_\_  
\_\_\_\_\_

Block & Lot \_\_\_\_\_ Water Account \_\_\_\_\_

Day Time Telephone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

\*

Attach Your Personalized Voided Check Here

Return to the Borough of Waldwick  
Tax Collector – Water Agent  
P.O. Box 65  
Waldwick, New Jersey 07463