

## **Ach Redemption Instructions**

In order to facilitate this transition, we require that a form be completed and mailed to the Columbia County Tax Collector. To begin receiving your electronic redemption payments, please follow the steps below:

- 1) Complete and sign the form provided below (you can make additional copies for each of your accounts, if necessary).
- 2) Attach a voided check.
- 3) Return the signed form and voided check to:

Columbia County Tax Collector  
Attn: Amy Overstreet  
135 NE Hernando Avenue Suite 125  
Lake City, Fl. 32055-4006



**RONNIE BRANNON**  
*Tax Collector*  
*Proudly Serving The People of Columbia County*

**AUTHORIZATION AGREEMENT FOR ACH PROCESSING**

Certificate Holder: \_\_\_\_\_ Bidder # \_\_\_\_\_

Social Security Number or FEIN: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

Checking Account Name \_\_\_\_\_

Account # \_\_\_\_\_ Routing Number: \_\_\_\_\_  
SEE SAMPLE BELOW (YOUR BANK'S 9 DIGIT ABA #) SEE SAMPLE BELOW

**PLEASE CHECK THE APPROPRIATE BOX:**

**[ ] CORPORATION(S):** I hereby authorize the Columbia County Tax Collector to deposit funds into the above referenced account for my certificate redemptions. In the case of a payment cancellation that would require the reversal of a deposit, I authorize the Tax Collector to withhold funds from future redemptions (with proper explanation). If there are no redemptions within 5 business days from which to withhold funds and upon notification, I will reimburse the Tax Collector for redemption monies received in error and as such the redeemed certificate(s) will be reinstated. This agreement will remain in effect until the Tax Collector has received notification from me in writing and has had a reasonable opportunity to act upon the change or termination of this debit agreement. I understand it is my responsibility to notify the Tax Collector of any changes in bank or account number.

**[ ] INDIVIDUAL(S):** I hereby authorize the Columbia County Tax Collector's office to deposit to the above referenced account for my certificate redemptions. In the case of error or payment cancellation, a reversing entry will be made to my account and the certificate will be reinstated. This authority will remain in effect until the Tax Collector has received a notice from me in writing and has had a reasonable opportunity to act on the change or termination of this agreement. I understand it is my responsibility to notify the Tax Collector of any changes in bank or account number.

Authorized signer: \_\_\_\_\_ Signature \_\_\_\_\_  
Print Name

Contact person for all issues pertaining to the above: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**All Redemption List Notices will be e-mailed unless other arrangements have been made. Request to receive Redemption List Notices via return mail must be made in writing.**

The Routing Code and Account Number are located at the bottom of the check, please enter them accordingly.

123456789	1234567890123
Bank Routing Code	Bank Account Number