

# Welcome to Mansfield Township Online Tax Account Lookup and Payment Section

Please read the following information carefully as it will explain the fees associated with paying your tax online as well as useful information pertaining to your account.

## ONLINE TAX PAYMENT CONVENIENCE FEES\*\*

Please be advised that there are convenience fees charged to the user for each transaction.

1. E-check – for payments using your checking account, there is a flat fee of \$1.05 per transaction.
2. Visa Debit Card – for payments using your Visa Debit Card, there is a flat fee of \$3.95 per transaction
3. Credit or Debit Card (other than Visa Debit) – for payments using your Credit Card or other Debit Card, there is a fee that equals 2.95% of the transaction amount.

\*\*These convenience fees are retained by the service provider, and are not paid to, or shared with, Mansfield Township\*\*

## INTEREST

The interest shown on delinquent amounts is calculated to today's date only. Interest must be paid in full and will be deducted first before any monies are applied to principle. Once interest is deducted, monies will be applied to the oldest balances first. Please contact our office to obtain interest calculations for a future date.

## TAX ACCOUNT LOOKUP DISCLAIMER

Tax Account look up is for information purposes only and does not constitute a municipal tax search. Account information is subject to updates, corrections, and reversals, which may change the information displayed. Mansfield Township is not responsible for the erroneous interpretation of the records or for changes that have been made after the look up.

## ASSESSMENT

The assessment values that appear on tax account lookup are from the last update to the Municipal Assessor record, which only occurs once a year and may not reflect the current assessed value on the Assessor's records.

## MUNICIPAL AND THIRD PARTY LIENS

Municipal and Third Party tax liens **CAN NOT** be paid online. All redemption figures must be made through the tax office with certified funds, such as certified check or cash. Redemption figures should be requested **IN WRITING** in advance to ensure proper funds when redeeming the lien. \*\*Please note: In order to redeem the lien, you must be the owner of record or have **LEGAL** interest in the property, and will be asked to provide proof of same.

## PROPERTIES IN BANKRUPTCY

Tax Accounts that have an open balance at the time of bankruptcy filing may have those balances transferred to a special charges account. Any taxes transferred to a special charges account will appear paid on the regular tax account, but will still be due and owing under special charges. Properties in bankruptcy **CAN NOT** be paid online.

## **Paying Taxes by Direct Withdrawal (ACH)**

This is a convenient, secure and a free service to taxpayers. This process allows the Tax Collector to debit quarterly taxes directly from the taxpayer's checking account on approximately the 1<sup>st</sup> of every tax quarter. Should the 1<sup>st</sup> fall on a holiday or weekend, the transfer will occur on the next business day.

### **Registering for Direct Withdrawal**

To register for Direct Withdrawal, you will need to fill out an authorization form. This will be a onetime event, unless you need to make changes, or stop the service. These forms are available on this website, or by contacting the tax collector's office. Once completed, please return the form with a voided check for checking account withdrawals, or a deposit slip for savings account withdrawals.

\*\* Forms, (as well as changes or cancellations) must be received at least 10 days prior to the quarterly due date in order to take effect for that quarter. If your payment is due in less than 10 days of submitting your form, provide payment with your form. The Direct Withdrawal will commence on the next scheduled quarter.

When registering for Direct Withdrawal for the first time, or for any subsequent changes/cancellations, we will provide you with a confirmation in writing that we have received and processed your request, and in which tax quarter the request will take effect.

If you do not receive this notice within 10 days of submitting your request, you must contact our office to verify your information was received, and you confirmation is forthcoming. Mansfield Township is not responsible for mail lost in transit to or from the municipality, or for mailing delays.

### **Non-Sufficient Funds**

Should the funds not be available at the time your payment is processed, a \$20 NSF fee will be added to your tax account, and a request for payment of certified funds will be mailed to you. We will not issue a second attempt to secure the funds.

### **Disclaimer**

Mansfield Township is not responsible for any overdraft fees or other charges imposed by the banking institution as a result of this service. The taxpayer will be responsible for all fees in connection with the transaction or cancellation thereof in connection with this agreement.

**TOWNSHIP OF MANSFIELD  
ACH DIRECT WITHDRAWALS  
AUTHORIZATION FORM**

We are pleased to offer our residents the option of **Direct Withdrawal**. You can now have your **current property tax payments** deducted from your checking or savings account automatically.

This service provides a number of conveniences to you:

- Fewer checks for you to write
- Your tax bill will be paid in a timely manner, so there will be no late fees
- It is easy to sign up, and easy to cancel

All you need to do is:

1. Indicate whether your payment will be deducted from your checking or savings account.
2. Fill in your name, financial institution name and date.
3. **Attach a voided check or savings deposit slip**

THIS AUTHORIZATION IS TO REMAIN IN FULL FORCE AN EFFECT UNTIL THE TOWNSHIP OF MANSFIELD HAS RECEIVED WRITTEN NOTICE FROM ME (US) OF ITS TERMINATION IN SUCH TIME AND IN SUCH A MANNER AS TO AFFORD MANSFIELD TOWNSHIP A REASONABLE OPPORTUNITY TO ACT ON IT.

**I (WE) UNDERSTAND THE PAYMENT WILL BE PROCESSED APPROXIMATELY ON THE FIRST DAY OF THE MONTH IN WHICH TAXES BECOME DUE. IF THE FIRST FALLS ON A WEEKEND OR HOLIDAY, IT WILL BE THE NEXT BUSINESS DAY. ALL INSUFFICIENT FUNDS WILL INCUR A \$20 FEE.**

\_\_\_\_\_  
I (We) authorize Mansfield Township to debit my account indicated below.

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ QUALIFIER \_\_\_\_\_

Type of Account to Debit (check one) \_\_\_\_\_ Checking \_\_\_\_\_ Savings \_\_\_\_\_

Financial Institution Name \_\_\_\_\_

Bank Account Number \_\_\_\_\_

ABA ROUTING TRANSIT NUMBER \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Evening# \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature (Joint Account)

**PLEASE MAIL COMPLETED FORM TO:  
MANSFIELD TOWNSHIP TAX COLLECTOR  
3135 ROUTE 206 SOUTH, SUITE 1, COLUMBUS, NJ 08022**