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Dear Taxpayer:

During my time in office I have tried to implement changes that are good for the Taxpayer and the County. To continue this philosophy we are offering a **TAX ESCROW PAYMENT PLAN (TEPP)** which gives you the option of making monthly pre-payments. Enclosed is a summary of how the plan works and the agreement forms that must be signed and returned if you choose to participate.

TEPP is a budgeting tool, allowing taxpayers to pay semi-annual taxes in monthly installments. The system works on a pre-payment method, starting monthly pre-payments in advance of the due dates in February and July.

There are no extra fees or charges involved. **The only requirement before starting on the plan is that your current taxes are paid in full.**

*Effective 2004, you have the option to have your payment taken out of your bank account automatically or you can make the payment yourself.*

**TEPP AUTO PAY (Automatic debit from your bank account):**

To sign up for the TEPP Auto Pay, you must sign both of the forms enclosed; TEPP agreement and the TEPP Auto Pay form. Once we receive the signed forms we will issue payment coupons. You will receive three coupons with the stated amount and date of the withdrawal from your bank.

For the first half you will receive coupons for payments in Sep., Oct., and Nov. In Jan. a tax bill for the balance will be mailed to you showing amount paid to date and amount to be withdrawn in February. For the 2<sup>nd</sup> half you will receive coupons for payments in Mar., Apr., and May. Then in June a tax bill for the balance will be mailed to you showing amount paid to date and amount to be withdrawn in July.

The amount to be withdrawn from your account will be the exact amount stated on the coupon. Funds must be available on the due date. If funds are not available, you will be dropped from the TEPP AUTO PAY program. We will continue to deduct your payment from your account unless we are notified different.

## **TEPP (Taxpayer makes payment)**

To sign up for the TEPP program only, you must sign the enclosed TEPP agreement. Once we receive the signed form we will issue payment coupons. The payment schedule you receive is only a recommended payment schedule. The TEPP method of payment is very flexible; YOU determine how much you wish to deposit into your escrow account and how often. Monthly coupons are produced through our office solely for your convenience. For the first half you will receive coupons for payments in Sep., Oct., and Nov. In Jan. a tax bill for the balance will be mailed to you showing amount paid to date and balance due. For the 2<sup>nd</sup> half you will receive coupons for payments in Mar., Apr., and May. Then in June a tax bill for the balance will be mailed to you showing amount paid to date and balance due in July.

If you do not wish to pay the recommended installment amount that appears on the coupon simply fill in the amount that you are sending. Call our office if you need additional coupons. **EVERY PAYMENT MUST BE ACCOMPANIED WITH A COUPON.**

You are not obligated to make the pre-payments. If you do not make any, your regular tax bill will be for the full amount and you will be dropped from the plan. On the other hand, even if you only make one pre-payment, you will automatically be continued on the plan.

## **SOME THINGS YOU SHOULD KNOW-**

If you have paid more than the amount due on your half tax, the balance will remain in the fund toward your next half tax.

If you have paid less than the amount due on your half tax, all prepayments will be applied to your taxes. Penalty and/or interest will be charged on the balance still outstanding and you will be dropped from the TEPP program.

You will earn no interest on your money in the Tax Escrow Fund.

No discounts will be given to you.

Refunds may be given in only three instances:

- 1) If the property ownership changes.
- 2) In case of your death the money may be refunded to the Executor or Administrator of your estate.
- 3) As authorized/required by law.

Since we do not know what the amount of your new taxes will be, please remember that you are pre-paying estimated taxes.

If you have any questions, please feel free to call us at 419-223-8515 or e-mail us at [reddy@allencountyohio.com](mailto:reddy@allencountyohio.com).

Sincerely,  
Rhonda Eddy  
Allen County Treasurer