



# ACH Payment Request Form

Nassau County Tax Map Verification Letters

ACH Payments are available for BUSINESSES and FINANCIAL INSTITUTIONS only. In order to allow for your account to utilize the ACH payment method, please complete this document, sign, and return to:

Nassau County Department of Assessment

ACH Payments 4<sup>th</sup> Floor

240 Old Country Rd.

Mineola, NY 11501

or

Scan and email to: [Nctaxmapverification@nassaucountyny.gov](mailto:Nctaxmapverification@nassaucountyny.gov)

Company Name:					
Address 1:					
Address 2:					
City:		State:		Zip:	
1 <sup>st</sup> Email Address:		Phone:		Fax:	
Bank Account Number:		Bank Routing Number:			
<b>Please list only accounts (email addresses) that currently use the Land Records Viewer application that you wish to authorize ACH Payment activation for. If you need more than five accounts, please attach an additional sheet with a list of accounts.</b>	2 <sup>nd</sup> Email:				
	3 <sup>rd</sup> Email:				
	4 <sup>th</sup> Email:				
	5 <sup>th</sup> Email:				

By signing and submitting this form, you, (signatory for company and/or firm), are authorized to request on behalf of the company listed above, to allow the County of Nassau, New York, to debit funds in the amount of \$.01 (NON-REFUNDABLE) from the corporate account prior to the use of the account for all future debit transactions as it relates to purchases of Tax Map Verification Letter(s) through the Nassau County web site. This is to avoid debit disallowances for a non-working account.

Signatory hereby verifies that all necessary measures and approvals have been obtained from your financial institution to obtain Tax Map Verification Letter (s) requests from the County of Nassau, New York, and to allow the transaction for payment to be authorized without impedance.

Requests denied from your financial institution prior to activation will be subject to a \$ 4.50 (four dollars and fifty cent) surcharge. Requests denied following activation, will be subject to a \$20 (twenty dollar) surcharge in addition to the standard fees for any Tax Map Verification Letter(s) that were fulfilled at the time of request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_