



ARLINGTON COUNTY, VIRGINIA

OFFICE OF THE COUNTY TREASURER

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ARLINGTON, VIRGINIA 22201



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TREASURER

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AUTOMATIC BANK DEBIT (ABD) PROGRAM RIGHTS AND RESPONSIBILITIES

As an Automatic Bank Debit Program (ABD) participant, you are entitled to certain rights and accept certain responsibilities. These rights and responsibilities are summarized below.

- There is no charge for participating in the ABD program.
- All tax and Utility accounts must be current before enrollment.
- You may cancel your participation in ABD directly from your CAPP profile or by sending an email to capp@arlingtonva.us. Notification of cancellation must be received at least 5 business days prior to the next scheduled debit for the cancellation to be effective for that debit.
- You may choose to pay your real estate taxes, vehicle personal property taxes, business tangible taxes, and/or Utilities (water, sewer, and refuse) bills.
- You are protected from any consequences for late and missed payments due to system or network failures under the provisions of Regulation E of the Federal Reserve System.
- **You are responsible for ensuring that sufficient funds are in your account on the debit date.** Payments rejected by your financial institution due to insufficient funds will result in a late payment penalty, as required by law, and/or a returned check charge. You will be automatically dropped from the ABD program after two rejected transactions.
- **You are responsible for notifying our office if the account from which automatic bank debits are being made is closed or changed, even if the new account is with the same financial institution.** Automatic bank debits that are rejected due to a closed account will result in a late payment penalty as required by law and/or a returned check charge and may result in your being dropped from the program.

To participate in the ABD program to pay your real estate taxes, including Stormwater Utility Fees, you may select one of two payment options:

1. **Biannual:** The full amount of your tax installment will be debited from your designated bank account on the June 15 and October 5 due dates. If this day falls on a weekend or holiday, the debit will occur the next business day. The last day to apply is May 31 for the first installment, and September 15 for the second installment. Application due dates are subject to change and are at the discretion of the Treasurer. You will receive a debit notice approximately one month prior to June 15 and October 5 showing the amount to be automatically debited from your bank account.

2. Monthly Payments: This option allows you to pay a monthly amount towards your real estate taxes and, if enrolled by November 1, payments will be divided into 12 monthly installments. You may still enroll after November 1; however, this will decrease the number of payments, consequently increasing the monthly debit amount. The monthly debit amount will be determined by using the previous year's taxes. The debit will occur on the 5th day of each month. If this day falls on a weekend or holiday, the debit will occur on the next business day.

The actual debit amount is calculated by dividing the amount of tax owed by the number of monthly debits that will occur between the date of enrollment and October 5. The debit amount is adjusted during the month of May to reflect the updated value from the January real estate assessment and the new tax rate. You will be notified of the new monthly debit amount by mail, and the new amount will begin being debited June 5. You will also be notified by mail after the October 5 due date regarding the debit amount for the **next** year's taxes.

You are responsible for notifying our office if your property is sold so that we may remove it from the ABD program.

To participate in the ABD program to pay your Utilities (water, sewer, and refuse):

- Approximately one week prior to the scheduled debit, you will receive a quarterly debit notice indicating the amount to be automatically debited from your bank account. The debit will not occur earlier than the 25th day of the month in which your bill is due.
- You must notify our office if you are selling the property. The Department of Environmental Services will send a prorated final bill which will be deducted on the 11th or the 25th, whichever comes first after the final bill. Your bank account will be debited for the final bill unless you send a request to be deleted from the ABD program at least five business days prior to the final bill debit date.

To participate in the ABD program to pay your vehicle personal property taxes:

- The full amount of your tax will be debited from your designated bank account on the due date presented on your bill. If this day falls on a weekend or holiday, the debit will occur the next business day. You will receive a debit notice approximately one month prior to the due date indicating the amount to be automatically debited from your bank account. Please note that any other vehicles you own or purchase will not be automatically enrolled in ABD.

To participate in the ABD program to pay your business tangible taxes:

- The full amount of your tax will be debited from your designated bank account on the September 5 due date. You will receive a debit notice approximately one month prior to the due date indicating the amount to be automatically debited from your bank account.

The Automatic Bank Debit program is designed to make it easy to never miss payment. If you have further questions regarding the ABD program, please call (703) 228-4000.

Email: capp@arlingtonva.us
Telephone: 703-228-4000
www.arlingtonva.us/treas