

What is Auto Pay?

Auto Pay is the quick, easy, and convenient way to make installment payments. When you enroll in Auto Pay we will debit your bank account for payments required by your installment payment agreement.

How do I enroll in Auto Pay?

To enroll in Auto Pay you must have an installment payment agreement with us, and you must complete and sign an Auto Pay authorization form. The Auto Pay authorization form is included on BOE-407, BOE-407-S, and BOE-407-CA. You will be enrolled in Auto Pay until your liability period(s) has been paid in full, your installment payment agreement is terminated, or you cancel your participation in Auto Pay. The terms of your installment payment agreement may require you to use Auto Pay.

The Auto Pay authorization form requests my bank routing number and bank account number.**Where can I find these numbers?**

For checking accounts, both of these numbers are located on the bottom of your check. See the sample check below. The routing number is always nine digits. You may want to contact your financial institution and confirm the routing number it uses for Automated Clearing House (ACH) transactions. In some cases, it may be different from the routing number printed on your check. The bank account number will vary in length. **Do not** use your debit card number as this is not the same as your bank account number. Make sure you **do not** include the check number as part of your bank account number.

Please attach a voided check to your authorization form before returning the form to us. The check will be used to verify the routing number and bank account number.

For savings accounts, please contact your financial institution for assistance to ensure you have the correct bank account and routing numbers. You can obtain a “bank specification sheet” from your financial institution which contains the bank routing number and account number for your savings account. Please attach the bank specification sheet to your authorization form before returning the form to us. The information contained on this document will be used to verify the bank account and routing numbers.

ABC BUSINESS
1234 Park Avenue
Anytown, CA

1044

PAY TO THE ORDER OF _____ \$ XXX.XX
DOLLARS

Anywhere Bank
U.S.A.
MEMO _____ Not Negotiable

1 3 3 4 0 4 5 6 7 1 2 3 4 5 6 1 3 0 4 1 0 4 4

1 2 3

1 Routing Number (requires 9 digits)
2 Bank Account Number (not to exceed 17 digits)
3 Check Number

Note: The location of the routing number and account number on your check may be different than the example above. Do NOT provide the check number on your Auto Pay authorization form.

Can I use my credit card with Auto Pay instead of my bank account?

No, Auto Pay is only available for checking and savings accounts.

My bank account is located in another state. Can I still make payments using Auto Pay?

Yes, we can debit bank accounts located out of state.

When will you begin debiting my bank account?

Generally, it will take 5-10 business days to process your completed authorization form.

What happens if the due date of a payment falls on a weekend or bank holiday?

If a payment is due on a Saturday, Sunday or bank holiday, your bank account will be debited on the next banking day.

What should I do if I close my bank account or if I want to change the bank account from which payments are being debited?

You will need to complete a new authorization form with updated bank account information. Contact us and request an Auto Pay Authorization (BOE-407-CA) as soon as you know a change needs to be made.

Who do I contact for questions regarding my installment payment agreement or Auto Pay?

Please contact the collector assigned to your account or your nearest Board of Equalization office for assistance.