



## **BILL BIAS • Athens County Treasurer**

---

15 South Court St. Rm 334 • Athens, OH 45701  
Phone 740-592-3231 • Fax 740-592-3286  
Office Hrs 8:am-4:pm

### **Escrow/Pre-Payment Plan Options**

#1. **Traditional Escrow:** You send in payments of any amount at any time throughout the year to be applied to your Escrow account. You have two options when sending in payments on Traditional Escrow:

- Send a check through the mail. **Please fill out and include the Prepayment Plan Receipt with your check.** If you would like a receipt please send a self addressed stamped envelope and our office will send one to you along with a new Prepayment Plan Receipt for your next payment.
- Participate in Bill Pay with your bank. **When doing so please write at least one parcel number associated with your Escrow account in the memo.** Your bank statement will serve as a receipt for this option.

#2. **ACH Monthly Escrow:** You choose a set amount for our office to withdraw from your account each month on either the 1<sup>st</sup> or the 15<sup>th</sup>. If you wish you may call our office at any time during the year to increase or decrease the amount that you originally determined to have withdrawn. **If you choose this option please fill out the ACH Monthly Escrow Form and return it to our office with a voided check and your signed Escrow agreement.**

- It is the responsibility of the taxpayer to decide the amount they would like to pre-pay into their Escrow account. Our office does not review each bill individually and determine an amount for you to pre-pay.
- At any time during the year please notify our office of any parcels you would like to add or remove (such as sold property) from your plan or if you no longer wish to be a part of the Escrow program.
- Approximately 20 days before the due date of your real estate taxes you will receive your tax bill along with a summary of your Escrow plan. This summary will show the current balance in your Escrow account and the remaining amount due. **Please remember that the balance in your Escrow account will reflect payments made up to the time at which the summary was printed and will not reflect payments made or withdrawn after that date.**

**If you have questions please contact our office and speak with Amy at 740-592-3232.**