

**LYON COUNTY**  
**AUDITOR/TREASURER**

Office email:  
propertytax@co.lyon.mn.us  
elections@co.lyon.mn.us  
auditor@co.lyon.mn.us

607 WEST MAIN STREET  
MARSHALL, MN 56258

www.lyonco.org  
(507) 537-6724 (Main)  
(507) 537-6091 (Fax)

**DIRECT PAYMENT PLAN FOR PROPERTY TAXES**

**Lyon County has a fast, convenient, hassle-free way to pay your property taxes with the Direct Payment Plan.**

Have your taxes automatically deducted from your bank account on the due dates. Signup must be completed 45 days prior to the initial payment due date. This program is not available for Manufactured Home Tax Payments.

**The Direct Payment Plan will help you:**

- \* Save time writing and mailing checks
- \* Save money in postage and bank fees
- \* Eliminate the worry of late payment/lost checks and associated penalties
- \* Be assured your tax payment is always made on time - even if you're out of town or on vacation

**How does the Direct Payment Plan work?**

You authorize payments to be made from your checking or savings account according to the following schedule:

- \* May 15                      First half of the annual tax payment or the entire amount if stated on your tax statement
- \* October 15                Second half of the annual tax payment (non-agricultural parcels only)
- \* November 15              Second half of the annual tax payment (agricultural parcels only)

If the 15th falls on a weekend or a bank holiday, the payment will automatically be withdrawn the following business day.

The County does a prenote transaction (zero dollar transaction) via our bank in early-to-mid April and September to test the validity of each bank transit-routing number and the account number to allow time for follow-up and any needed corrections.

Proof of payment will appear on your bank statement.

A lump sum total will be withdrawn from your account if authorization is for payment of multiple parcels.

The authority you give to charge your account will remain in effect until **YOU** notify us **in writing** to terminate the payment status. Please notify the County Auditor/Treasurer's office at least two (2) weeks prior to tax installment due date to avoid having the payment debited.

Lyon County reserves the right to cancel this authorization. If your payment is rejected, refused, or returned by your financial institution, Lyon County is not responsible for any fees you may incur from your financial institution. In addition, you will also be charged a fee from Lyon County for any returned payment along with any penalty or late fees on the property tax.

**Canceling/terminating directed payment**

Written notification to the Lyon County Auditor/Treasurer's office is required to cancel your authorization or change your banking information. Your cancellation/change must be received by May 1 to be effective for the first half payment or by October/November 1 to be effective for the second half payment.

**The Direct Payment Plan is dependable, flexible, convenient and easy.**

**Take advantage of this service by completing an authorization form and return it to us with a voided check or savings authorization slip by the following dates:**

- \* April 1                      For first 1/2 taxes payable May 15 (for taxes payable in the following year)
- \* September 1              For second 1/2 taxes payable Oct. 15 or Nov. 15

**Notifications can be sent to:**

Lyon County Auditor/Treasurer  
Attn: Property Tax  
607 West Main St  
Marshall, MN 56258

or

PropertyTax@co.lyon.mn.us

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**Direct Payment Authorization Form**

Parcel Number(s) - as indicated on your property tax statement(s)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Unless noted below or on back, payment will be full amount shown on the property tax statement(s) for the applicable due date.*

Legibly print:

Taxpayer Name: \_\_\_\_\_

Taxpayer Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Email \* (optional): \_\_\_\_\_

Name(s) on Bank Account \_\_\_\_\_

Account Type [checking/savings] \_\_\_\_\_

Routing/Transit Number [9 digits]

Account Number [Up to 17 digits]

**You MUST include a voided check or savings withdrawal slip for this form to be processed.**

\* - If you provide your email address, you will receive an email reminder from Lyon County approximately two weeks before the draw from your bank account.

I hereby authorize Lyon County to debit the above account for payment of real estate taxes for property described above. This authority is to remain in effect until Lyon County receives my written notification to terminate this authorization or Lyon County terminates the arrangement.

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

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office Use Only      Escrow # \_\_\_\_\_ (800 - May & Oct) (801 - May & Nov)      Date received \_\_\_\_\_