



COLE COUNTY COLLECTOR

311 East High Street
Courthouse Annex, First Floor
Jefferson City, MO 65101

Automated Payment Service (APS) Fact Sheet

What is the “Automated Payment Service?”

This service allows you the option of having your county real estate tax payments automatically deducted from your bank account on a quarterly basis. APS is identical to the process used by many individuals to pay mortgage and insurance payments.

Can payments for other county services and taxes be made through the APS service?

At this time, only payments for Cole County real estate taxes can be made. You must have the current year real estate taxes paid before participating in the quarterly installment program. For example, your 2008 real estate taxes must be paid before you can begin making quarterly payments for the 2009 real estate taxes.

What are the benefits of using this service?

Once you sign up for APS, you never have to worry about missing a tax due date and incurring late payment charges. By participation in the quarterly installment option for paying your real estate taxes, the financial burden is spread over several months instead of the entire amount being due December 31st. And in addition to the convenience and reduced expense of check writing, your postage costs are also decreased. Your paid tax receipts will be mailed to you when the payment transactions are completed.

Is there any charge to me for using this service?

No. This is a free service offered for your convenience.

How is the quarterly charge to my account calculated?

Your quarterly installments will be based on the previous year's tax amount. There will be three equal quarterly installments with the fourth and final installment being the balance of the tax amount due.

What is the procedure if I miss a payment?

The total tax bill is due by December 31st. Failure to make a scheduled payment may result in late charges or the termination of said payment plan. A \$25.00 fee will be charged if we are unable to process an installment payment due to the account being closed for insufficient funds.

How do I sign up for the service? Do I have to reapply each year?

Simply complete an authorization form for APS service and return it to our office along with your signed payment agreement. You do not have to reapply each year once you enroll in the program. The service continues from year to year until you request it to be terminated by written notification to the collector's office.

If I own more than one parcel of real estate, do I have to submit an authorization form for each parcel?

No. You may submit one APS authorization form for all the parcels you own assuming that all payments will come from the same account listed on the authorization form. However, please be sure to include all parcels you wish to pay through APS on the form. If different accounts will be used, then please submit one APS form for each account listing the parcels to be paid from each account.

How will I know when my service has been activated and I'm enrolled in a payment plan?

Once we receive the signed enrollment form and signed authorization for APS, we will send out a confirmation of enrollment and a payment schedule showing the amount of the tax bills for which you choose to pay through APS.

If you have any other questions about participating in the option to pay your real estate taxes in quarterly installments; please contact the collector's office at (573) 634-9124, by email at www.colecountycollector.org; or write to us at Cole County Collector's Office, 311 E. High St., Jefferson City, MO 65101.