

### Tax Collection Agreement

This agreement made and entered into on the \_\_\_\_ day of \_\_\_\_, \_\_\_\_, by and between CHEMUNG CANAL TRUST COMPANY, as agent ("Bank") and Horseheads Central School District as principal ("Client").

**1. Bank Responsibilities**

- Accept tax payments during normal banking hours and via lockbox; for the following period of time: \_\_\_\_\_  
(first and last day of collection period)
- Process tax payments and deposit proceeds into checking account # 135016535. The bank is only obligated to accept tax payments when the actual tax bill is presented.
- If the Bank accepts a check from the taxpayer that is subsequently returned to the Bank for insufficient funds or some other reason, the Bank will charge the check back to the Client's account.
- The Bank agrees to provide the Client with a daily statement containing the images of the tax bills; a data file and/or a daily report listing the taxpayer account number and payment amount. These statements and reports will be made available electronically with an e-mail notification made to \_\_\_\_\_  
(e-mail address)

**2. Client Responsibilities**

- a) The Client agrees to print the tax bills on a paper stock and of a size that is suitable to the Bank to facilitate automated processing. The tax bills must have a MICR line on the bill with information that identifies the taxpayer, the bank name and the account number of the account to be used for collection of taxes.
- b) The Client agrees to provide samples of the annual tax bills to the Bank for testing and approval prior to the annual mailing.
- c) Client agrees to open and maintain post office box in Elmira, NY for payments sent by mail.

**3. Payment Terms**

Client agrees to maintain balances of not less than \$3,000,000 (three million dollars) at all times with Chemung Canal Trust Company. If this requirement is met, all tax collection fees will be waived.

**4. Terms**

- This Agreement may be modified by a written amendment signed by both parties.
- This Agreement may be terminated by either party upon 30 days written notice.

The undersigned acknowledge their receipt of a completed copy of this agreement executed the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**HORSEHEADS CENTRAL SCHOOL DISTRICT**

**CHEMUNG CANAL TRUST COMPANY**

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Signature/Title