

### Tax Collection Agreement

This agreement made and entered into on the 25<sup>th</sup> day of August, 2016, 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 via lockbox for the following period of time: 9/1/2016 – 11/4/2016.
- Process tax payments and deposit proceeds into checking account \_\_\_\_\_. 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 mleach@gstbooces.org.

#### 2. Client Responsibilities

- 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 the information that identifies the taxpayer, the bank name and the account number to be used for collection of taxes.
- The Client agrees to provide sample of the annual tax bills to the Bank for testing and approval prior to the annual mailing.
- Client agrees to open and maintain a Post Office Box in Elmira, NY for payments sent by mail.

#### 3. Payment Terms

- Client agrees to maintain average monthly balances of not less than \$3,000,000.00 (Three million dollars) at all times with Chemung Canal Trust Company. If this requirement is met, all tax collection fees will be waived. If the balance does fall below the agreed upon level, the Bank reserves the right to charge the Client \$.50 for each tax item processed.

#### 4. Terms

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

The undersigned, acknowledge their receipt of a completed copy of this agreement executed the \_\_\_\_ Day of \_\_\_\_\_, 2016.

Horseheads Central School District

CHEMUNG CANAL TRUST COMPANY

\_\_\_\_\_  
Pamela Strollo  
President, BOE

 8-25-16  
\_\_\_\_\_  
Jack Narosky, Business Banking Officer / AVP