

15 Greene Street
Xenia, Ohio 45385



Voice: 937/562-5017
FAX: 937/562-5680

KRAIG A. HAGLER
TREASURER
GREENE COUNTY

Monthly Escrow Payment Plan Overview

The Escrow payment plan is a budgeting tool, allowing taxpayers to pay semi-annual real estate taxes in monthly installments. The system works on a pre-payment method, collecting payments in advance of the due dates in February and July of each year. There are no extra fees or charges involved. The only requirement before starting is that your current taxes are paid in full and the paperwork is completed. ***Therefore, the next enrollment period would begin after we receive your completed paperwork AND your NEXT semi-annual tax payment on or before _____.*** ***Your anticipated first payment would be the month of _____.***

There are two options:

1. Mail in monthly payments OR
2. Pay through automatic deduction from your bank account.

Regardless of which method of payment you choose, Escrow payments for the 1st half are collected August through December of the prior year. January is a catch up month for any increases of your semi-annual tax amount. If paying by monthly mail-in payments, you will receive a tax bill for the amount, if automatic deduction is chosen you will not receive a bill. Escrow payment for 2nd half taxes are collected February through June of the current year. July is a free month.

To obtain your monthly payment amount, divide your semi-annual amount by five (5). For example: if you choose option 1 (mail in payments) and your semi-annual tax amount is \$500, we would send you five (5) payment slips each in the amount of \$100.00. If you pay all five (5) payments before the semi-annual tax bills are sent to the printers, you will not receive a tax bill, unless your semi-annual taxes have increased. Note: Payments will be accepted in any amount at any time of the month during the pre-payment period, but if all payments are made at once or more than two payments are missed, you will be removed from the program.

When choosing automatic deduction from your bank account, payments are a fixed amount. They will be deducted on or about the 10th of each month. You will not receive a monthly receipt, the deduction will show on your monthly bank statement. Taxpayers choosing this method will not receive a tax bill.