CITY OF TUMWATER - UTILITIES
555 Israel Rd. S.W.
Tumwater, WA 98501
360-754-4133

AUTHORIZATION AGREEMENT FOR AUTO-PAY

The City of Tumwater offers **Property Owners (only)** the ability to pay their utility bills automatically through a withdrawal from their personal financial institution. This process can take two months before this feature is activated. The message "BY AUTO PAY" in the amount box of the remittance portion of the utility statement will appear once the auto-pay is active on the utility account. No additional notices will be provided prior to action being taken on this authorization.

PLEASE PRINT

Customer Information:

Customer Account Number:_____ Phone Number:_____

Service Address:_____

Names on Account:_____

Bank Information:

Bank Name:_____

Branch:_____ Phone Number:_____

City, State:_____

Bank Account Information:

Type of Account: ☐ Checking ☐ Savings

Bank Account Number:_____

Routing# (9 digits preceding account number):_____

PLEASE ATTACH A VOIDED CHECK

- **The City of Tumwater will terminate this agreement upon receipt of a request for a final bill or upon the second notification from the bank of insufficient funds or reversal due to customer account changes. If the bank notifies the City of insufficient funds or a reversal, your water service account will be charged the current Non-Sufficient Funds fee as set forth by the City's fee schedule policy.**

I hereby authorize the City of Tumwater to automatically withdraw the total amount due on my utility billing statement from my checking/savings account as described above. I authorize the financial institution named above to accept such transactions initiated by the City of Tumwater. The withdrawals shall be made from my account on or about the due date indicated on my statement. This authorization will remain in effect until I have notified the City of Tumwater in writing to discontinue the automatic withdrawals.

Applicant Signature _____ Date _____