



### How Automatic Payment Works

With automatic payment, your City of Camas balance is automatically deducted from the financial institution of your choice without the need to write or mail a check. You will still receive your bi-monthly statement, at which point you should review the statement so that you may call the Finance Department with any questions prior to the date your account will be debited. On the due date noted, the owing balance will be automatically deducted from the bank account you have designated.

### How to Enroll

Fill out the authorization form on the reverse side of this letter, and attach a voided check. Continue to pay your utility bill manually until you receive a statement that shows "Auto Payment" in the balance owing box on the detachable payment stub. This indicates that your account has been successfully enrolled in the automatic payment program. Proof of payment will always appear on your next utility statement as well as on your banking statement.

At this time, we offer automatic payment to property owners only. If you own more than one property, a separate form must also be completed for each property that you wish to place on automatic payment.

### How to Unenroll

If you need to cancel your automated payments at any time, please notify the Finance Department in writing prior to the due date of your next billing—always the 10<sup>th</sup> of even-numbered months. Verbal notification is not accepted, but for convenience, we accept written request via e-mail sent to [finance@cityofcamas.us](mailto:finance@cityofcamas.us).

### Return Completed Form to:

City of Camas  
Finance Department  
616 NE 4<sup>th</sup> Ave  
Camas, WA 98607

### Bank Account Information

Name of Financial Institution \_\_\_\_\_ Branch \_\_\_\_\_

Routing Number \_\_\_\_\_ Bank Account Number \_\_\_\_\_

Checking Account

Savings Account

Name as it appears on bank account \_\_\_\_\_

*Please verify all banking information. Payments returned as a result of incorrect information provided on this form are the sole responsibility of the customer and will result in a returned item charge, and possible delinquent payment penalties.*

**PLEASE ATTACH A VOIDED CHECK FOR ACCOUNT VERIFICATION**



**AUTHORIZATION FOR DIRECT DEBIT PAYMENT OF UTILITY ACCOUNT**

**Utility Account Information**

Owner Name \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ – \_\_\_\_\_ E-mail \_\_\_\_\_

Service Address \_\_\_\_\_

City utility account number you wish to enroll in auto-pay\*: \_\_\_\_ \_ – \_\_\_\_ \_

\*A separate authorization form is required for each City of Camas utility account that you own and want to place on automatic payment. Tenants cannot enroll in automatic payment for City of Camas utility accounts.

**Authorization Agreement**

I authorize the City of Camas and the financial institution named to automatically deduct the total amount owing on my utility account from the checking or savings account provided.

I understand the automatic payment will be deducted on the due date indicated on my billing statement, or the following working day if the due date falls on a weekend or holiday.

I understand that if the account provided does not have sufficient funds, is closed, or the payment otherwise rejected; a penalty will be assessed on the utility account.

Both the City of Camas and my financial institution reserve the right to terminate this authorization and my participation in the automatic payment program.

This authorization will remain in effect until I have notified the City of Camas Finance Department in writing to discontinue the automatic withdrawals.

Signature \_\_\_\_\_ Date \_\_\_\_\_