



## TAKE ADVANTAGE OF THE CITY OF BATTLE GROUND'S DIRECT PAYMENT PLAN

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The City of Battle Ground is pleased to offer the **Direct Payment Plan**. You can have your payment made automatically from your checking account.

The Direct Payment Plan will help you in several ways:

- It saves time – fewer checks to write
- Helps meet your commitment in a convenient and timely manner-even when you're on vacation or out of town
- No lost or misplaced statements, your payment is always on time
- It saves postage
- It's easy to sign up for
- No late charges

### Here is how the Direct Payment Plan works:

You authorize regularly scheduled payments to be made from your checking account. Then, sit back and relax. Your payment will be made automatically on the 20<sup>th</sup> of each month. Your billing statement will still be mailed to you and show the amount to be paid. The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. We must receive this request at least 10 days prior to the due date.

The payment stub portion of your utility statement will indicate if your Direct Payment Plan is active with an Auto Pay notice:

|                |                               |
|----------------|-------------------------------|
| ACCOUNT NUMBER | ENTER AMOUNT ENCLOSED         |
| [REDACTED]     | \$ Please Do Not Pay Auto Pay |

Please Do Not Pay Auto Pay

If your statement does not indicate you are set-up on Auto Pay (the dollar amount will show in the box) you will need to make your payment manually. Your Direct Payment Plan may take up to one full billing cycle (month) to become active.

The Direct Payment Plan is dependable, convenient and easy. To take advantage of this service, complete the authorization form on the next page and return to the following address:

The City of Battle Ground  
Finance Department  
109 SW 1<sup>st</sup> Street, Suite 217  
Battle Ground WA 98604



Utility Account # \_\_\_\_\_

## ***AUTHORIZATION FOR DIRECT PAYMENT***

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I authorize the City of Battle Ground, Washington to initiate entries to my checking account. This authority will remain in effect until I notify you in writing to cancel it at least 10 days prior to the due date.

\_\_\_\_\_  
(Name of Financial Institution)

\_\_\_\_\_  
(Branch)

\_\_\_\_\_  
(Service Address)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Name – Please Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

***Please attach a copy of a voided check.***

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### **RETAIN THIS PORTION FOR YOUR RECORDS**

On \_\_\_\_\_ I authorized:

(Date)

The City of Battle Ground  
Finance Department  
109 SW 1<sup>st</sup> Street Suite 217  
Battle Ground, WA 98604  
(360) 342-5002

To initiate electronic entries to my checking account and have agreed to the terms listed on the authorization. I may revoke my authorization with you in writing to the address above within 10 days prior to the due date.

**Regular payment date will be on the 20<sup>th</sup> of each month.**