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

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 is beneficial in several ways:

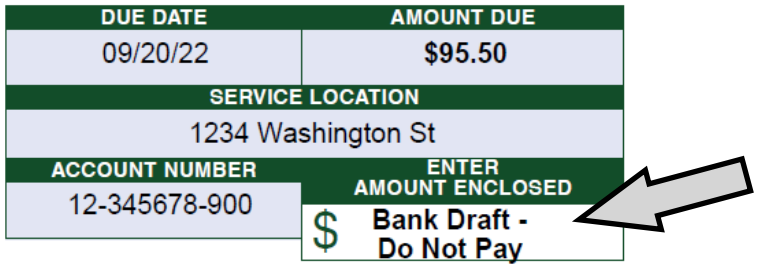
- It saves time - fewer checks to write
- Helps meet your commitment in a convenient and timely manner - even when you're on vacation or out of town
- No lost or misplaced statements, your payment is always on time
- **No late charges; no service fees**

YOU MUST PAY OFF YOUR CURRENT BALANCE IN FULL BEFORE DIRECT-PAY CAN TAKE EFFECT

Here is how it works:

You authorize regularly scheduled payments to be made from your checking account. Then, you sit back and relax. Your billing statement will still be mailed to you, and will show the amount to be paid. ***Payment will be made on the 20th of the month, or the next business day if the 20th is on the weekend.***

The payment stub portion of your utility statement will indicate if your Direct Payment Plan is active with a "Bank Draft" notice:



Your Direct Payment Plan may take up to one full billing cycle (month) to become active.

Regular payment date will be the 20th of each month.

Authorization for Direct Payment

Utility Account #: _____ - _____ - _____

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

Name of Financial Institution/Bank: _____

Service Address: _____

Name (Print): _____ Phone Number: _____

Signature: _____ Date: _____

☐ Sign me up for email billing! Email address: _____

✔ **Please attach a voided check.**

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Return form to Battle Ground City Hall:

109 SW 1st Street, Suite 217. Battle Ground, WA 98604

RETAIN FOR YOUR RECORDS

BATTLE GROUND, WA - UTILITY BILLING AUTO-PAY

On _____ (Date), I authorized:

The City of Battle Ground
109 SW 1st Street, Suite 217
Battle Ground, WA 98604
(360) 342-5002

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

Regular payment date will be the 20th of each month.