



## City of Washougal Authorization for Automatic UB Payments

Finance – Utility Billing  
1701 C Street  
Washougal, WA 98671  
(360) 835-8501 • Fax (360) 835-8808  
[www.cityofwashougal.us](http://www.cityofwashougal.us)

*For City Use Only:*

City of Washougal Utility Account #: \_\_\_\_\_  
Service Address: \_\_\_\_\_  
Customer Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_  
Bank Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Bank Routing # (9 digits): \_\_\_\_\_  
Bank Account #: \_\_\_\_\_

### **Is your VOIDED check attached??**

I/We, the undersigned, hereby authorize City of Washougal, hereinafter called COMPANY, to initiate debits to my/our bank account indicated above and the depository named above, hereinafter called DEPOSITORY, to debit that same to such account.

The authority is to remain in full force and effect until COMPANY and DEPOSITORY have received written notification from me of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

I/We understand that this agreement will be cancelled upon notification from the DEPOSITORY for non-sufficient funds or closed account and a \$40.00 fee will be added to my/our utility account & risk the disconnect of my utility services.

Name as it appears on your Bank Account: \_\_\_\_\_

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

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

### **Please Note:**

- The ACH payment may take two billing cycles to go into effect as the bank account must 'pre-note' (verify account & routing numbers) before any amount may be deducted. Please call to verify your first bill if you are unsure. We will gladly look at your account to check your status.
- After the ACH takes effect, you will still receive a bill at the beginning of each billing month (as usual). Your bill read "do not pay, this bill paid by bank draft". The City will pull the funds from your account on or around the 20th. If the 20<sup>th</sup> falls on a weekend or a holiday, then the account will be debited the following business day.
- It is the responsibility of the customer to review each bill and notify the City before the ACH is initiated to cancel the ACH in the event of a high bill due to misread or leak.
- You are responsible for ensuring your bill is paid.
- Should you ever wish to discontinue the ACH service, the City of Washougal requires written notification.

Initial: \_\_\_\_\_

### **CITY OF WASHOUGAL USE ONLY**

Pre-Note Completed: \_\_\_\_\_ Date Entered: \_\_\_\_\_

Date Begin: \_\_\_\_\_ Date Removed: \_\_\_\_\_ Initials/Entered: \_\_\_\_\_