



AUTO PAY ENROLLMENT FORM

How does it work?

You authorize payment from your checking account. After your request is processed, your payment will automatically be made on the due date noted on your utility billing.

How will I know when my payment will be deducted from my checking account?

You will still receive a billing statement with a balance due, but you will know that your request has been implemented when the words **"Do not Pay. Amount owing will be deducted from your account in 12 days"** appears under the "Amount Due" on your payment stub. Please allow 1 billing cycle to process your request. Your payment will be deducted 12 days after the billing date, and proof of payment will show on your next statement.

To sign up, please complete the authorization below and return with your voided check to:

Attn: Customer Service
City of Walla Walla
15 N 3rd Ave
Walla Walla, WA 99362

Authorization

I authorize the City of Walla Walla and the financial institution below to initiate entries to my checking account. This authority will remain in effect until I notify the City of Walla Walla in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it.

Utility Account #

Telephone #

Financial Institution Routing Number

Financial Institution Name

Financial Institution Account Number

Customer Name (Please Print)

Sign and Date

Customer Email Address

Please indicate: ____ I am updating my autopay information *or* ____ I am newly enrolling in autopay.

STAPLE VOIDED CHECK OR BANK LETTER TO THIS FORM

A WONDERFUL PLACE TO **LIVE WORK PLAY**

15 N. 3rd Ave., Walla Walla, WA 99362 | 509.524.4436 | wallawallawa.gov