



## 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
- It saves postage
- It is easy to sign up for
- **No late charges**

Here is how it works:

You authorize regularly scheduled payments to be made from your checking account. Then, you sit back and relax. Your payment will be made automatically on the 20th of each month. Your billing statement will still be mailed to you, and will show the amount to be paid.

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

DUE DATE		AMOUNT DUE	
/20/2018		\$##.##	
SERVICE LOCATION			
1234 XYZ Ave #100			
ACCOUNT NUMBER		ENTER AMOUNT ENCLOSED	
###-###		\$ Please Do Not Pay Auto Pay	



If your statement does not indicate you are set-up on Auto Pay (the dollar amount will still 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.

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)

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

Battle Ground, WA 98604

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

\_\_\_\_\_  
(Name - Please Print)

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

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

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

Please attach a voided check.

Return form to Battle Ground City Hall:  
109 SW 1st Street, Suite 217. Battle Ground, WA 98604  
Located on the second floor



RETAIN FOR YOUR RECORD

## BATTLE GROUND, WA - UTILITY BILLING AUTO-PAY

On \_\_\_\_\_, I authorized:  
(Date)

The City of Battle Ground  
Finance Department  
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.