



## City of Asotin

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Phone: 509-243-4411

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Asotin WA 99402

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### AUTOMATIC UTILITY PAYMENTS

*You now have the convenience of The City of Asotin Utility Billing electronically without writing checks.*

- **EFFICIENT**

The City of Asotin will deduct your utility payment on the 20<sup>th</sup> of each month. If the due date falls on a weekend or holiday, payment will be deducted the following business day.

- **CONVENIENT**

This can help avoid forgotten payments, assist those who travel periodically, are in the military and want the convenience of automatic payments.

- **FREE**

The City of Asotin does not charge for this service.

### WHAT YOU NEED TO KNOW

- A Utility Billing will be sent in the mail at the end of each month. Please keep it for your records.
- Your financial institution will automatically deduct the amount for your current utility payment from the account you have indicated.
- Your payment will be itemized on your bank statement.
- If funds are unavailable you will be notified and you will need to pay with a cashier's check, money order or cash. Additional charges, including a late fee will be applied if this should occur.

### LET'S START THE PROCESS

- **Complete and SIGN the Authorization Form** and return it to City Hall.
- Please include a voided check (not a deposit slip) from your United States checking or savings account from which the funds will be deducted.
- List all account numbers that you want to include in your payment.
- A written confirmation will be sent once the authorization form has been processed.

To discontinue the ACH Auto-Pay Process for any reason including property being sold, our office must be notified in writing by completing: **Cancellation Form** and return to the City of Asotin **30 days** before the next payment due date.

To make changes to your bank account or utility accounts for the ACH Auto-Pay Process please complete: **NEW** authorization form and return to the City of Asotin **30 days** before the next payment due date.

