



CITY OF CAMAS

616 Northeast Fourth Avenue
P.O. Box 1055
Camas, Washington 98607
<http://www.ci.camass.wa.us>

Thank you for your interest in the City of Camas **Automatic Payment** program for your utility bill. We gladly offer direct debit from a checking or savings account as a convenient way to make payment on your City of Camas utilities. If you are interested in paying your bill with greater ease, please read more about our program below!

How Automatic Payment Works

With automatic payment, your City of Camas balance is automatically deducted from the Financial Institution of your choice without the need to write or mail a check. You will still receive your bi-monthly statement as you do now, at which point you should review the statement so that you may call the Finance Department with any questions. On the due date noted, the owing balance will automatically be deducted from the bank account you have designated. Don't forget to record the transaction in your check register!

How to Enroll

Fill out the authorization form on the reverse side of this letter, and attach a voided check. Continue to pay your utility bill in the usual way until you receive a statement that shows "Auto Payment" in the balance owing box on the detachable payment stub. This indicates that your bill will be paid through our convenient automatic payment process. Proof of your payments will always appear on your next utility statement as well as on your banking statements.

If you wish to cancel your automated payments at any time, please notify the Finance Department in writing no later than the due date of your next billing—always the 10th of even-numbered months. Verbal notification will not be accepted, but you may make written request via e-mail sent to finance@ci.camass.wa.us.

At this time, we are able to offer automatic payment for property owners only. If you own more than one property, a separate form must also be completed for each property that you own and wish to place on automatic payment.

If you have further questions, please contact the Finance Department at (360) 834-2462.

Sincerely,

Debra Millhollin
Finance Assistant
City of Camas

Administration
360-834-6864

Building
360-834-8860

Finance
360-834-2462

Fire
360-834-2262

Library
360-834-4692

Police
360-834-4151

Public Works
360-834-3451

Parks & Recreation
360-834-7092

CITY OF CAMAS
Finance Department

AUTHORIZATION FOR AUTOMATIC PAYMENT OF UTILITY ACCOUNT

Customer Name _____ Daytime Phone Number _____

Service Address _____

Customer's Utility Account Number to be Credited: _ _ _ _ _ - - _ _ _ _

A Direct Debit Authorization is required for each City of Camas utility account that you own and want to place on automatic payment. Tenants may not enroll in automatic payment for City of Camas utility accounts.

Name of Financial Institution _____ Branch _____

Routing Number _____ Account Number _____

Checking Account Savings Account

Name as it appears on bank account _____

Please verify all banking information. Payments returned as a result of incorrect information being provided on this form are the sole responsibility of the customer and will result in penalty fees being assessed to the account.

PLEASE ATTACH A VOIDED CHECK FOR ACCOUNT VERIFICATION

I authorize the City of Camas and the financial institution named above to automatically deduct the total amount due of my utility bill from my checking or savings account as listed above. I understand the automatic payment will be deducted on the **due date** indicated on my statement. I also understand that should the account not have sufficient funds to cover the automatic deduction there will be a non-sufficient funds fee assessed. Both the City of Camas and my financial institution reserve the right to terminate this authorization and my participation therein. This authorization will remain in effect until I have notified the City of Camas Finance Department *in writing* to discontinue the automatic withdrawals.

Signature _____

Date _____

Return completed form to City of Camas, Finance Department, 616 NE Fourth Avenue, Camas, WA 98607.