

Automatic Bill Pay Form

Automatic Bill Pay is **EASY, SAFE & GREEN.**

1 Complete the information below:

I (we) hereby authorize the City of Olympia to automatically withdraw the total amount due on my (our) utility billing statement from my (our) checking or savings account.

I (we) understand and acknowledge that I (we) authorize the financial institution name hereto accept such transactions initiated by the City of Olympia. The withdrawals shall be made from my (our) savings/ checking account on the due date stated on the utility statement.

This authorization will remain in effect until I (we) have notified, in writing, the City of Olympia, that I (we) no longer wish to participate.

Property Address

Daytime Phone

Name(s) - PLEASE PRINT

Signature(s)

2 Provide your banking information:

Name of your Financial Institution:

Your Bank ID#

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Checking Acc't No. _____

OR

Savings Acc't No. _____

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources.

3 Provide your account(s) information:

I (we) understand and acknowledge that this withdrawal authorization will include all locations under my customer number.

Account No. _____

I (we) understand and acknowledge that this withdrawal authorization will include only the City of Olympia accounts listed below:

4 Attach a VOIDED check for account verification.

5 Almost done! Please enclose this completed form with your utility payment, in the envelope provided.

City of Olympia Utility Billing
P.O. Box 7966
Olympia, WA 98507-7966
360.753.8340

Questions?

Call us at 360.753.8340
Monday - Friday
8:00 a.m. - 5:00 p.m.