

Automatic Bill Pay

OPTION

Automatic Bill Pay is **EASY, SAFE & GREEN.** It's a great time to give it a try!

1 Please read and 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 Please complete the banking information below:

Name of Your Financial Institution: _____

Your Bank ID #

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|--|--|--|--|--|--|--|--|--|--|

Checking Acc't No. _____

OR

Savings Acc't No. _____

3 Please check one of the following boxes:

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 Please attach a VOIDED check stub for account verification.

5 You're 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 8 AM–5 PM M-F

www.olympiawa.gov/cityutilities

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