



## ***Would you like to join the over 3,300 customers currently participating in the City's Auto Pay plan?***

### ***Why use Auto Pay?***

- Your utility payment is made even if you're on vacation or out of town.
- You don't have to worry about lost or misplaced statements.
- Your payment is always on time – no late charges.
- It saves postage.

### ***How does it work?***

You authorize payment from your checking account. After your request is processed, your payment will then be made automatically on the due date noted on your utility billing.

### ***How will I know when my payment will be deducted from my checking account?***

You will still receive a billing statement with a balance due but you will know that your request has been implemented when the words "AUTO PAY" appears under the **amount due** on your billing statement and on the payment stub. Please allow 1 billing cycle to process your request.

Your payment will be deducted on the due date and proof of payment will show on your next bi-monthly statement.

To sign up, please complete the authorization below and return with your voided check to:

**Attn: Customer Service  
City of Kennewick  
P.O. Box 6108  
Kennewick, WA 99336**

### ***Authorization***

I authorize the City of Kennewick and the financial institution named below to initiate entries to my checking account. This authority will remain in effect until I notify the City of Kennewick in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it.

\_\_\_\_\_  
Utility Account #

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Financial Institution Routing Number:

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

\_\_\_\_\_  
Checking Account Number

\_\_\_\_\_  
Signature & Date Signed

Please indicate:  I am updating my autopay information *or*  I am newly enrolling in autopay.

**STAPLE VOIDED CHECK TO THIS FORM**