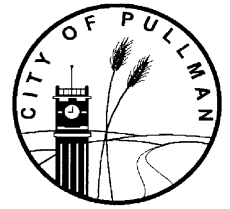


ACH PAYMENT SET-UP FORM



Pay your monthly water bill using our Automatic Payment Service. To sign up, complete and return this form along with your bank information—a voided check, deposit slip, or any other bank-provided documentation that shows both the account and routing numbers. Once approved, the automatic deduction will occur on the 15th of each month. Forms received in the office after the 10th of the month will be processed for the 15th of the following month. Contact the Finance Department at 509-338-3203 with any questions.

Please return this complete form by:

- **Emailing** utility@pullman-wa.gov;
- **Faxing** 509-338-3203; or
- **Mailing or delivering to:**
 City of Pullman
 190 SE Crestview Street, Building A
 Pullman, WA, 99163

I hereby authorize the City of Pullman, hereinafter called City, to initiate debit entries to my account at the financial institution named below, hereinafter called Bank.

Bank Name: _____ Bank Phone No: _____

City: _____ State: _____ Zip: _____ Please check one: Checking Savings

Transit/ABA No _____ Account No: _____
 (The first 9 digits on the bottom of your check)

Home Phone No: _____ Email: _____

Preferred Method of Contact _____ Service Address: _____

Utility Account No.: _____ Please check one: I am the Owner I am a Tenant

This authority is to remain in full force and effect until the City and the Bank have received written notification from me of its termination, in such time and in such manner as to afford the City and the Bank a reasonable opportunity to act upon it. In the event of a non-sufficient funds (NSF) transaction, the customer will *not* be informed and the City's due date will be enforced through the City's normal procedures, and a \$30 NSF fee will be charged to the utility account.

Name (print): _____ Signed: _____ Date: _____

For Office Use Only

UB Customer Update:	Sort Code:	UB Customer Update:	Sort Code:
Use Autopay:	Acct Type:	Use Autopay:	Acct Type:
ABA #:	Acct. #:	ABA #:	Acct. #:
Memo:	First Debit Date:	Memo:	First Debit Date:
Initials:	Date:	Initials:	Date: