



Utility Billing

Direct Debit Program

The City of DuPont is pleased to offer ACH (Automatic Clearing House) debit to our customers. There is no cost to apply and no charge is added to your bill for this service.

This method of payment automatically pays your utility bill directly from your bank account without the use of paper checks. After signing up for this payment option you will receive a utility bill, but the payment of your bill will be handled automatically. Payment will be deducted from your bank account on the due date shown on your statement.

- If you wish to enroll, complete the Automatic Withdrawal Authorization form, enclose a voided check and mail the form and the voided check to:

City of DuPont
1700 Civic Drive
DuPont, WA 98327

- The debit authorization must be received at least 15 days prior to your next billing date.
- You will continue to receive a utility bill which will reflect the amount due and the due date when your account will be debited, but will include the statement "Auto-Pay" printed in the amount due box.
- If your payment is dishonored or returned, the amount of the payment, plus the normal returned item fee and any applicable late charges, will be added to your account.
- The ACH debit will remain in effect until one of the following occurs:
 - You cancel your direct debit authorization by notifying us **in writing** at least two weeks prior to the next billing date.
 - A request for a final bill is received by our office. **ACH debit cannot be used for final bills.**
 - We receive notice from the bank of insufficient funds.
 - We receive notice from the bank of customer account changes such as a closed account.
- **Please retain a copy of your signed application for your records.** Should you have any questions regarding the direct debit program, please contact our office at (253) 912-5210.



Automatic Withdrawal Authorization Form (Direct Debit Program)

New

Change

Stop

A. Customer Information

Customer Name(s)

Customer Number

Service Address

Phone Number

City, State, Zip

B. Bank/Financial Institution Information

Name of Bank/Financial Institution

Phone Number of Institution

Address

Account Number

City, State, Zip

Bank ABA/Routing Number

Check One:

Checking

Savings

C. Authorization Statement

I (we) hereby authorize the City of DuPont to automatically withdraw from my (our) account identified above, the total amount due as stated on my (our) bi-monthly billing statement for all charges at the above service address, and to make deposits, if necessary, for error corrections. I (We) authorize the Financial Institution named above to accept such transactions initiated by the City. The withdrawals shall be made from my (our) account within approximately fifteen (15) days after the billing date. The City will terminate this agreement upon notification from the bank of insufficient funds or closed account. In that event, my (our) utility account will be charged the City's current NSF service charge fee as set forth by the City's policy.

Otherwise, this authorization is to remain in effect until the City has received written notification from me (us) of termination, in such time as to afford the City a reasonable opportunity to act on it. I (we) am aware of my (our) right to stop payment of withdrawal by notifying the City up to three (3) business days before the withdrawal date. I (we) am also aware it is my (our) sole responsibility to notify the City of any changes to my (our) account information.

Customer Signature

Date

**PLEASE ATTACH A VOIDED CHECK
DEPOSIT TICKETS WILL ONLY BE ACCEPTED FOR SAVINGS ACCOUNTS!**

City of DuPont
1700 Civic Drive
DuPont, Washington 98327
253-964-8121 phone
253-964-3554 fax