

### **Pay your Mason County Sewer & Water Utility Bills by Auto-pay**

Use the Auto-pay method to have the Mason County Utilities automatically deduct your monthly payment(s) from your United States checking or savings account.

Please note that funds can be debited from your authorized account as early as 6:00 a.m., PST, the Utilities Office can only control the effective date of the debit and not the time a debit occurs. If you have any questions concerning your banking institutions policies for debits, please contact them directly.

We will only attempt to debit your account once on the effective date of the debit. If funds are unavailable, you will be notified and you will need to pay with a cashier's check, money order, cash, or personal check. Additional charges will be added for a returned item fee in the amount of \$40.00 plus interest and/or penalty charges.

Fill out the application form provided here and return it to our office. Then on the 20<sup>th</sup> of each month, the funds will be deducted for the amount due on the current statement (if the due date falls on a weekend or holiday the funds will be deducted the following business day).

This authorization remains in effect until the Mason County Utilities Office has received written notification from you, no less than 15 days prior to the next payment date.

#### **Step by step instructions:**

1. Print the application form.
2. Fill out the form, including the appropriate signature(s) for the account.
3. Attach a voided check, if using a checking account.
4. Attach or list **all** account numbers for the account(s) you wish to have us pay directly.
5. Mail the completed form to the Mason County Utilities Office, 100 W Public Works Drive, Shelton, WA 98584.
6. We will process it from here.

If you already participate in the Auto-pay program, and you need to:

**Change your bank account number**, then follow the instructions detailed above and include a note that this is a change account number.

**Add account(s)**, then follow the instructions as detailed above and include a letter requesting that we add the account(s).

**Cancel the Auto-pay process**, print the cancellation form, fill it out and mail to the address shown above.

**Mason County Utilities  
100 W Public Works Drive  
Shelton, WA 98584**

**AUTOMATIC UTILITY  
PAYMENTS**

You now have the convenience of paying county water & sewer utility bills electronically without writing checks.

**EFFICIENT**

The Mason County Utilities Office will deduct your monthly payment on the **20<sup>th</sup>** of each month. If the date falls on a weekend or holiday the payment will be deducted the following business day.

**CONVENIENT**

This can help avoid forgotten payments, assist those who travel periodically and who want the convenience of automatic payments.

**FREE**

The Utilities Office does not charge for this service.

**EASY**

Just complete and sign the authorization form and return it to the Utilities Office. Please include a voided check to indicate the account from which the funds will be deducted.

**WHAT YOU NEED TO  
KNOW**

You will continue to receive your monthly utility statement. Please keep it for your records.

On the **20<sup>th</sup>** of each month your financial institution will automatically deduct the amount for your current utility payment from the account you have designated. **Please note that deductions can occur from your designated account as early as 6:00 a.m., PST.** If you have any questions concerning your banking institutions debit policy, please contact them directly. We will only attempt to debit your account once on the effective date. If funds are unavailable, you will be notified and you will need to pay with a cashier's check, money order, or cash. Additional charges including interest, penalty and a **\$40.00** fee will be required if this should occur.

Your payment will be itemized on your bank account statement.

You may discontinue the Automatic Payment process at any time with 15 days written notification to the Utilities Office.

If, for any reason this request cannot be processed, you will be notified

**For more information please contact the Mason County Public Works Office, 8:00 am to 4:30 pm Monday through Friday**

Shelton 360-427-9670, Ext. 207  
Belfair 360-275-4467, Ext 207  
Elma 360-482-5269, Ext 207

**AUTHORIZATION AGREEMENT FOR  
AUTOMATIC PAYMENT**

I hereby authorize the Mason County Treasurer to charge my bank account identified below for payment of monthly utility charges on the **20<sup>th</sup>** of each month. If the due date falls on a weekend or a holiday, it will be deducted the following business day.

**Please Print**

**Name(s)**

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**Daytime Phone**

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**Mailing Address**

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**Bank Name:** \_\_\_\_\_

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**Branch (City)** \_\_\_\_\_

**Bank Routing Number:**

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**Checking/Savings Account Number**

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**Account Number**

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**Authorized Signature(s)**

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**Date:** \_\_\_\_\_

**Mason County Utilities  
100 W Public Works Drive  
Shelton, WA 98584**

**AUTOMATIC UTILITY PAYMENT  
AUTHORIZATION TO CANCEL AUTO-PAY**

You may discontinue the Automatic Utilities Payment process at any time with 15 days notification to the Public Works Office. Please list all account numbers you wish canceled from Auto Pay program, then sign and return this form to the Mason County Public Works Office, attention: Auto Pay. Thank you.

_____	_____	_____
_____	_____	_____

_____	_____	_____
Authorized Signature	Print Name	Date
_____	_____	_____
Authorized Signature #2 (if required)	Print Name	Date