



Auto Pay Application

230 Pioneer Street / PO Box 608
Ridgefield, WA 98642
Tel: (360) 887-3557 / Fax: (360) 887-0861
www.ci.ridgefield.wa.us

City of Ridgefield Conditions of Authority: Auto Pay

1. **City of Ridgefield**
 - a. Will deduct the outstanding balance of the customer's utility bill from the customer's bank account **on the due date** specified on the bill.
 - b. The City will notify customers in writing at least one month prior to a change in the base billing amount, i.e. rate increases and pursuant to Ridgefield Municipal Code.
 - c. If funds are not available at the scheduled time of debiting, an NSF fee of \$25.00 will be assessed to the customer's account.
2. **The Customer** may:
 - a. At any time, terminate this Authority as to future payments by giving written notice of termination to the City of Ridgefield and to the customer's Bank.
 - b. Stop payment of any automatic debit to be initiated under this Authority by the initiator by giving written notice to their Bank prior to the automatic debit being paid by the Bank.
3. **The Customer** acknowledges that:
 - a. This Authority will remain in full force and effect in respect of all automatic debits made from my/our account in good faith notwithstanding my/our death(s), bankruptcy or other revocation of this Authority until actual notice of such event is received by the City and my/our Bank.
 - b. In any event this Authority is subject to any arrangement now or hereafter existing between me/us and the Bank in relation to my/our account.
 - c. Any disputes as to the correctness or validity of an amount debited to my/our account shall not be the concern of the Bank except in so far as the automatic debit has not been paid in accordance with the Authority. Any other disputes lie between me/us and the City of Ridgefield.
 - d. The payment amount to be withdrawn will be based on the outstanding balance on the account one day prior to the due date.
 - e. Where the Bank has used reasonable care and skill in acting in accordance with the Authority, the Bank accepts no responsibility or liability in respect of:
 - the accuracy of information about Automatic Debits on Bank statements
 - any variations between notices given by the City and the amounts of Automatic Debits.
4. **The Customer's Bank** may:
 - a. In its absolute discretion conclusively determine the order of priority of payment by it of any monies pursuant to this or any other Authority, check or draft properly executed by me/us and given to or drawn on the Bank.
 - b. Charge its current fees for this service in force from time-to-time

Automatic Pay will begin with the next billing after you turn in your application

In accordance with Title VI of the Civil Rights Act and other applicable laws, the City of Ridgefield does not discriminate on the basis of race, color, national origin, gender, age or disability in decisions, programs or activities.

To participate, please complete this form and return to:

City of Ridgefield

Utility Department

P.O. Box 608, Ridgefield WA 98642

or bring into City Hall at 230 Pioneer Street

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Customer Account No. (As it appears on your bill)	Customer Name		
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Service Address	Mailing Address		
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City	State	Zip	() Phone

I / We agree to the terms listed on the authorization and authorize the City of Ridgefield Utility Department to request deductions from my/our account and the financial institution below to transfer payment in the amount of my utility bill to the City of Ridgefield on the due date. This authorization to remain in full force and effect until the City of Ridgefield has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the City of Ridgefield and Financial Institution a reasonable opportunity to act on it.

*****Please include a VOIDED blank check
to ensure your number is entered correctly.**

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Bank Name	Name(s) on Account
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Bank Account Number	Bank Routing Number
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Date	X _____ Authorized signature(s)