Automatic Payment Plan

The City of West Linn is pleased to be able to offer you an Automatic Payment Plan. Now you can have your utility bill (water, sewer, storm drain, etc.) payment made automatically from your checking or savings account. *And, you won't have to change your present banking relationship to take advantage of this service*.

The *Automatic Payment Plan* will help you in several ways:

- It saves time -- fewer checks to write.
- It helps meet your commitment in a convenient and timely manner -- even if you're on vacation or out of town. This helps you to maintain good credit.
- It eliminates the possibility of lost, stolen or misplaced payments.
- It saves postage.
- It's easy to sign up for and easy to cancel, and you can do this at any time.

The City of West Linn reserves the right to deny or cancel participation in the Auto Payment Plan. Your participation in this plan will remain in effect until the City receives notification.

Here's how the *Automatic Payment Plan* works: You authorize regularly scheduled payments to be made from your checking or savings account. Then just sit back and relax. Your payments will be made automatically on the payment due date specified on your utility statement. Proof of payment will appear with the following utility statement.

It may take two billing cycles for direct payment to take effect. Please continue to pay via check until you see your statement indicate "Bank Draft – Do Not Pay". You will have until two business days before the due date shown on your statement to contact us with any discrepancies. The amount due on your statement will be withdrawn from your account on the due date shown on your bill. To take advantage of this service, complete the attached authorization form and **return it to us with a voided blank check (NOT DEPOSIT SLIP).**

Questions? Contact us at (503) 657-0331

Return form to: City of West Linn
22500 Salamo Road #600
West Linn, OR 97068

Email form to: gogreen@westlinnoregon.gov

AUTHORIZATION FOR AUTOMATIC PAYMENT

I authorize the City of West Linn and the financial institution named below to initiate entries to my account. This authority will remain in effect until I terminate participation with the City in writing.

☐ Checking account ☐ Savings account (If using savings account, write account information in boxes at bottom of form.)

WATER CUSTOMER NAME (please print)	DATE
WATER ACCOUNT NUMBER (as it appears on your statement)	FINANCIAL INSTITUTION
SERVICE ADDRESS	NAME(S) ON ACCOUNT
PHONE NUMBER	AUTHORIZED SIGNATURE
EMAIL ADDRESS	AUTHORIZED SIGNATURE- if two names on the account

FOR OFFICE USE ONLY (unless using a savings account)

TRANSIT ROUTING NUMBER

ACCOUNT NUMBER INFORMATION