

## Electronic Fund Transfer Agreement

This agreement allows Washoe County Treasurer to process, as a direct charge to your bank account or credit card account, the monthly payment of your water/sewer bill. This payment will be made by way of electronic fund transfer or through the Automated Clearing House (ACH) network used by banks. Transfer of funds will start within 30 to 60 days of receipt of this signed form by Washoe County. You will know when the signed form has been processed by Washoe County (and the new payment method is taking effect), when your water/sewer bill is printed with **"DO NOT PAY"**. This indicates that your account is now paid via electronic means. The electronic payment for all future invoices will be made approximately 13 days following the date of your water/sewer bill. **If paying by direct charge to your bank checking account, please attach a voided check,** and complete the additional information below. If paying by credit card, please list your credit card type (Visa and MasterCard are the only cards currently accepted by the County) in the space provided below and attach a copy of the front of your credit card (with account number and expiration date).

\_\_\_\_\_  
Your full name (as shown on your bill)

\_\_\_\_\_  
Daytime telephone number

\_\_\_\_\_  
Water/Sewer service address

\_\_\_\_\_  
Water/Sewer account number (as shown on your bill)

Payment method (please circle one):    Checking Account        Visa        MasterCard

If your payment method circled above is through a **checking account**, complete the following information:

If your payment method circled above is through a **credit card**, complete the following information:

\_\_\_\_\_  
Bank name

\_\_\_\_\_  
Bank name

\_\_\_\_\_  
Checking account number

\_\_\_\_\_  
Credit card number

\_\_\_\_\_  
Bank address

\_\_\_\_\_  
Credit card expiration date

As a convenience to me, I hereby request and authorize Washoe County Treasurer to charge the above listed bank account or credit card, the monthly amount due on my water/sewer billing account. Such bank deposits, or credit card transactions, shall be drawn on my account payable to the order of the Washoe County Treasurer. I agree that each payment shall be the same as if it were a check or credit card transaction personally signed and authorized by me. This authorization shall remain in effect until revoked by me in writing. I understand that upon the failure of my financial institution to honor this electronic payment for any reason, the Washoe County Treasurer may terminate this payment plan.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FOR USE BY THE UTILITY BILLING DEPARTMENT ONLY:

Account: \_\_\_\_\_ Process Date: \_\_\_\_\_ By: \_\_\_\_\_

First Billing Date: \_\_\_\_\_