

## WASHOE COUNTY DIRECT CHARGE AGREEMENT

This agreement allows Washoe County Treasurer to process, as a direct charge to your bank account, the monthly payment of your utility 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 utility 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 utility bill.

**Please attach a voided check**, and complete the additional information below.

\_\_\_\_\_  
Full Name (as shown on bill)

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Utility Service Address

\_\_\_\_\_  
Utility Account Number (as shown on bill)

**Please complete the following information:**

\_\_\_\_\_  
Bank Name

\_\_\_\_\_  
Checking Account Number

\_\_\_\_\_  
Routing Number

*As a convenience to me, I hereby request and authorize Washoe County Treasurer to change the above listed bank account, the monthly amount due on my Utility account. Such bank deposits 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 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, Washoe County Treasurer may terminate this payment plan. A return fee of \$25 will be assessed for returned ACH payments.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*RETURN TO: WASHOE COUNTY CSD UTILTIY

Deliver to 1001 E. 9<sup>th</sup> STREET, BUILDING A, or mail to PO BOX 11130, RENO, NV 89520\*\*\*

**FAX: (775) 328-3699**

For use by Utility Billing Department only

Date Processed:

BY: