



Automatic Bank Payment is a program designed to provide our customers the option of paying their Pierce County Sewer Bill without having to write a check. Your bill will be electronically paid through your bank account. The County is offering this service, at no charge, as a convenience to its customers. After you complete the application below, the County will test the data with the bank. On the designated date you simply need to be sure that sufficient funds are in your bank account to cover the amount of the bill. **Once enrolled in Automatic Bank Payment your account will be billed through the most recently completed month. This may result in a billing for up to three months of service for the initial (first) payment. Continue to pay your billings by check until you receive a bill showing “Auto Pay” under date due.**

Instructions:

1. Fill out the Authorization Form on reverse side
2. Attach a “Voided” check
3. Sign and date the Authorization Form
4. Mail form with voided check to:

**Pierce County Public Works & Utilities  
Attn: Sewer Billing Department  
9850 64<sup>th</sup> St W  
University Place, WA 98467-1078**

5. Payments will be withdrawn monthly.
6. Processing can take up to 60 days with new application or change of information.
7. Once accepted into the program, you will receive a monthly bill copy unless you specifically request that we not send a copy.
8. You may receive an initial billing for up to three months of service.
9. Accounts will be removed from Automatic Bank Payment if three (3) payments are returned from the bank.

If you have questions, please contact the Sewer Billing Department at (253) 798-4020

Monday through Friday 7:30 a.m. - 4:30 p.m.

*Advantages to using Automatic Bank Payment:*

- **No more check writing!**
- **Payments posted on due date – eliminates late charges!**
- **Save on postage!**
- **Allows bills to be paid when you are away from home!**

If you are now using an online banking service to pay your sewer bill, you may want to take advantage of this program instead. Most banks require you to notify them 5 days in advance of the day you want your payment made. With Automatic Bank Payment your account is not debited until the due date.