

**Would you like to save time & money?**

**The direct payment plan allows you to:**

- ✓ Spread your taxes over nine installments or semiannually.
- ✓ Save time — no checks to write!
- ✓ Help meet your commitments in a convenient and timely manner — even when you're out of town or on vacation!
- ✓ Instead of receiving a paper copy of the statement, an e-mail will be sent that will provide a link to our website to view the account information *anytime, anywhere*.

**Don't forget** — The cutoff dates to apply for the payment plan are January 5<sup>th</sup> for the first half and May 1<sup>st</sup> for the second half.

**Help us save a tree together**  
**Sign up for automatic payments**  
**And receive your statement via e-mail**

**JOIN TODAY!**

Visit Our New Website at [www.co.walla-walla.wa.us](http://www.co.walla-walla.wa.us)  
 This form is also available online and can view your property account information anytime, anywhere!

**9 Month Installment Plan**

**Example:**

**\$1,500 Tax Bill**

Feb	16.65%	\$250.00	
Mar	16.65%	\$250.00	
Apr	16.66%	\$250.00	\$750.00
May	8.34%	\$125.00	
Jun	8.34%	\$125.00	
Jul	8.34%	\$125.00	
Aug	8.34%	\$125.00	
Sep	8.34%	\$125.00	
Oct	8.34%	\$125.00	\$750.00
		100.00%	\$1,500.00

**Semiannual Installment**

**Example:**

**\$1,500 Tax Bill**

April	50%	\$750.00
October	50%	\$750.00

**HOURS:**

9:00 a.m. to 4:00 p.m.

Monday through Friday

(excluding Holidays)

**WALLA WALLA COURTHOUSE**

Second Floor

315 West Main

Walla Walla, WA 99362

Phone: (509) 524-2750

Fax: (509) 524-2759

**Mail form to:**

Walla Walla County Treasurer

PO Box 777

Walla Walla, WA 99362

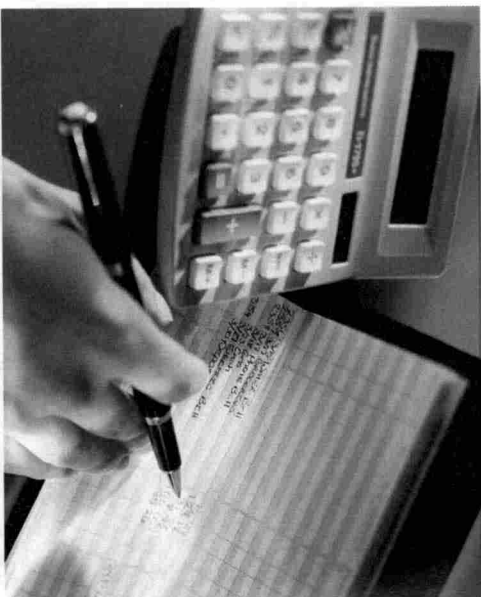
**Walla Walla County**  
**Treasurer's Office**

**GORDON R HEIMBIGNER, CFE, CPFIM**

**Walla Walla County Treasurer**

Walla Walla (509) 524-2750

[www.co.walla-walla.wa.us](http://www.co.walla-walla.wa.us)



**AUTOMATIC PAYMENT PLAN**

**The automatic payment plan will help in**

*many ways:*

- Saves time — no checks to write!
- The option to spreads your taxes over 9 installments or automatic payment twice a year
- Payment will never be late
- No renewal required!
- Each payment will have a .75<sup>¢</sup> fee.
- Helps meet your commitment in a convenient and timely manner, even when you're out of town or on vacation!

# TAXPAYER CONTRACT FOR AUTOMATIC PAYMENT

On \_\_\_\_\_, I hereby authorized the Walla Walla County Treasurer to initiate electronic debits from my checking/savings account identified below for the monthly payment of property taxes. I agree to the terms listed on this authorization form for payment. If the due date falls on a weekend or holiday, it will be deducted on the following business day.  9 month payment  Semiannually

### PLEASE PRINT

Name (s) \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail Address (required) \_\_\_\_\_

Bank Name \_\_\_\_\_ Branch (City) \_\_\_\_\_

Bank Routing # (ABA #) \_\_\_\_\_ Checking Account \_\_\_\_\_

Savings Account # \_\_\_\_\_

**Attach voided check for the account from which funds will be deducted (required).**

Parcel Number (s). If more space is needed, please attach listing.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## AUTHORIZATION AGREEMENT

I will notify the Walla Walla County Treasurer's Office, in writing, when I change banks or close my account to continue this procedure. I understand the Walla Walla County Treasurer must receive written or e-mailed notice at least 5 business days prior to the electronic payment withdrawal date of the 24<sup>th</sup> of the month, in order for the payment to be stopped or the bank account changed.

\_\_\_\_\_  
(Taxpayer Signature) Date \_\_\_\_\_

\_\_\_\_\_  
(Taxpayer Signature) Date \_\_\_\_\_

\_\_\_\_\_  
(Deputy Treasurer) Date \_\_\_\_\_

### Official Use Only

Add To ACHpay \_\_\_\_\_

Add To Terrascan \_\_\_\_\_

Emailed Signed Contract \_\_\_\_\_

Term.fromACHpay \_\_\_\_\_

Term.fromTerrascan \_\_\_\_\_

Term Date \_\_\_\_\_

Term Due To \_\_\_\_\_

Emailed Term Notice \_\_\_\_\_

### TERMS & CONDITIONS

- 1<sup>st</sup> half will have 3 installment payments: February, March & April
- 2<sup>nd</sup> half will have 6 installment payments: May, June, July, August, September & October
- Semiannually: 1st half in April & 2nd half in October
- Withdrawal dates will be the 24<sup>th</sup> of each month.
- **Valid e-mail is required** and taxes must be current — no delinquent accounts. Cannot sign up if there is already an active escrow.
- The cutoff dates to apply for the payment plan are January 5<sup>th</sup> for the first half and May 1<sup>st</sup> for the second half of each year.
- Each installment will have a .75 service fee.
- If the electronic debit is returned due to non-sufficient funds or account closed, this will result in an immediate removal from the program and a \$35 fee.
- To be removed from the automatic payment contract, the Treasurer's office must receive the request either in writing or by e-mail at least 5 business days prior to the electronic payment withdrawal date.
- Once approved and signed by the Treasurer, a confirmation (copy of this document) will be e-mailed to you.
- After approved, you will receive an e-mailed notification when your tax statement is available for viewing online.



The Walla Walla County Treasurer's Office reserves the right to remove anyone at anytime for any reason when deemed appropriate.

Complete the contract and authorization agreement then return to:

Gordon R Heimbigner, CFE, CPFIM, Walla Walla County Treasurer, PO Box 777, Walla Walla, WA 99362