



Mason County Sewer & Water Utility Bills Auto-Pay Information

Any active account can use the auto-pay method to have their Mason County utility charges automatically deducted from their United States checking or savings account. Credit cards cannot be used for auto-pay.

To begin automatic payments, simply complete the enclosed enrollment form and return it to us at:
Mason County Utilities and Waste Management
100 W. Public Works Drive
Shelton, WA 98584

*****Be sure to include a voided check with your enrollment form*****

Once the form and voided check are received by our office, your account will be set up for automatic payments.

Important information for you:

- Payments are debited on the 25th of each month (if the due date falls on a weekend or holiday the funds will be deducted the following business day)
- The debit will be for the amount due on the current statement
- Funds may be debited from the authorized account as early as 6:00 a.m., PST (the Utilities Office can not adjust the date or time the debit occurs)
- Only the one attempt to debit your account will be made. If funds are unavailable, you will be notified and will then need to pay that invoice via cashier's check, money order, cash, or personal check. *An additional charge of \$40.00 will be added to your account for a returned item fee.*
- Your automatic payment authorization remains in effect until the Mason County Utilities Office has received written notification from you, no less than 15 days prior to the next payment date

For questions concerning your banking institutions policies for debits, please contact them directly.

The authorization remains in effect until the Mason County Utilities Office has received written notification from you, no less than 15 days prior to the next payment date.

To Change your bank account - Send us your new account information along with a new voided check or deposit slip. Please include a note with it stating the effective date of the change

To Add an additional account(s) - Notify us in writing that we need to add an additional account(s). Please be sure to include your account number

To Cancel your Auto-pay - Send a cancellation notice, to the address listed above, that includes the account number

Mason County Utilities
100 W Public Works Drive
Shelton, WA 98584



(360) 427-9670 ext. 207 Shelton
(360) 275-4467 ext. 207 Belfair
Monday – Friday 8:00 to 4:30

AUTOMATIC UTILITY PAYMENT ENROLLMENT AUTHORIZATION FORM

Complete and return this authorization form to the Utilities office at the address listed above to set up automatic monthly payments. To avoid any potential processing errors, confirm with your bank, both your account and routing numbers, and be sure they are notified of this new automatic monthly payment. While there is no charge for automatic payments, a \$40.00 charge will be assessed should an NSF occur.

AUTHORIZATION AGREEMENT FOR AUTOMATIC MONTHLY PAYMENTS

Name(s) _____ *(Type or Print Clearly)* **Phone** _____

Mailing Address _____

Bank Name _____ **Branch** _____ *(City)*

Bank Routing # _____ **Account #** _____ **Select one:** **Checking** **Savings**

I hereby authorize the Mason County Treasurer to charge my bank account, as identified above, on the 25th of each month, for payment of my monthly utility charges. If the due date falls on a weekend or a holiday, the payment will be deducted the following business day. Furthermore, I understand that this authorization remains in effect unless the Mason County Utilities Office receives notice of cancellation, no less than 15 days prior to the next scheduled payment debit date.

Authorized Signature _____ **Date** _____

For official use only.

Account Number: _____

Date received: _____

Processed by: _____

Entered:

BANK _____

CAMS _____

TRACKER _____