

## Would you like to save time & money?

The direct payment plan allows you to:

- ✓ Save time — no checks to write!
- ✓ Helps meet your commitments in a convenient and timely manner — even when you're out of town or on vacation!
- ✓ In lieu of receiving a paper statement copy, a link will be provided via e-mail to view the account information on our website at your convenience.

**Don't forget** — The cutoff dates to apply for the payment plan are April 15<sup>th</sup> for the first half and October 15<sup>th</sup> for the second half of each year.



Visit our website [www.bentoncountytax.com](http://www.bentoncountytax.com). You can view this form is also available online along with property account information anytime, anywhere!

## HOURS:

8:30 a.m. to 4:30 p.m.  
Monday through Friday  
(excluding Holidays)

## KENNEWICK ADMINISTRATION BLDG

7122 W. Okanogan PI #E110  
Kennewick, WA 99336  
Phone: (509) 735-8505  
Fax: (509) 736-2705

## PROSSER COURTHOUSE

Second Floor  
620 Market St  
Prosser, WA 99350  
Phone: (509) 786-2255  
Fax: (509) 786-5628

\*Close for lunch from 12:00 to 1:00

## Mail form to:

Benton County Treasurer  
PO Box 630  
Prosser, WA 99350

## SEMI-ANNUAL PAYMENT PLAN

The direct payment plan will help in *many ways*:

- Saves time — no checks to write!
- No renewal required!
- Helps meet your commitment in a convenient and timely manner; even when you're out of town or on vacation!



## Benton County Treasurer's Office

**KENNETH SPENCER**  
Benton County Treasurer  
Prosser (509) 786-2255  
Kennewick (509) 735-8505  
[www.bentoncountytax.com](http://www.bentoncountytax.com)

# TAXPAYER CONTRACT FOR ACH PAYMENT

Please Staple Voided Check Here

## TERMS & CONDITIONS

- **1<sup>st</sup> half withdrawal date will be April 30<sup>th</sup>**, unless it falls on a weekend, then it will be deducted on the following business day.
- **2<sup>nd</sup> half withdrawal date will be October 31<sup>st</sup>**, unless it falls on a weekend, then it will be deducted on the following business day.
- The cutoff dates to apply for the payment plan are April 15<sup>th</sup> for the first half and October 15<sup>th</sup> for the second half of each year.
- **Valid e-mail is required** and taxes must be current — no delinquent accounts. Cannot sign up if there is already an active escrow.
- Returned electronic debit payments will result in a \$35 returned item fee and removal from the program.
- Once approved and signed by the Treasurer, a confirmation will be e-mailed to you. Please notify us if you do not receive a confirmation.
- To be removed from the automatic payment contract, a written or emailed request must be received at least 5 business days prior to the electronic payment withdrawal date. Your request can be sent to [ACH.Taxes@co.benton.wa.us](mailto:ACH.Taxes@co.benton.wa.us) — Cancellation is effective only after e-mailed acknowledgment from Treasurer's Office.
- Upon removal from the program, the taxpayer will be responsible for all unpaid taxes and applicable interest/ penalty as otherwise required by law.
- The Benton County Treasurer's Office reserves the right to remove anyone at anytime for any reason, when deemed appropriate.
- **Current year taxes will be withdrawn April 30th and October 31st. Any subsequent adjustments will not be withdrawn from your account. If paid after the statement due date, penalty and interest will apply.**

On \_\_\_\_\_, I hereby authorized the Benton County Treasurer to initiate electronic debits from my checking/savings account identified below for the semi-annual 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, payment will be deducted on the following business day.

### PLEASE PRINT

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

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

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

E-mail Address \_\_\_\_\_

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

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

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

**Attach voided check or bank verification letter (savings acct) for account from which funds will be deducted (required).**

Parcel Number (s). *If more space is needed, please attach a signed and dated listing.*

\_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_

## AUTHORIZATION AGREEMENT

I will notify the Benton County Treasurer's Office, in writing, when I change banks/ accounts, in order to continue this contract or terminate this contract. I understand the Benton County Treasurer must receive written or e-mailed notice at least 5 business days prior to the electronic payment withdrawal date of the last day 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 ACH: mdb \_\_\_\_\_

Add To PACS \_\_\_\_\_

Scanned Signed Contract \_\_\_\_\_

Term: from ACH: mdb \_\_\_\_\_

Term: from PACS \_\_\_\_\_

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

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

Mig — Exemp — Del

Complete the contract and authorization agreement then return to:  
**Benton County Treasurer, PO Box 630, Prosser, WA 99350**