

## 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!
- √ 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 any day, *anytime*.

**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.

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.bentoncountytax.com](http://www.bentoncountytax.com)  
This form is also available online and can view your property account information anytime, anywhere!

## HOURS:

8:00 a.m. to 4:30 p.m.  
Monday through Friday  
(excluding Holidays)

## KENNEWICK ANNEX

5600 W Canal Dr, Ste A  
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

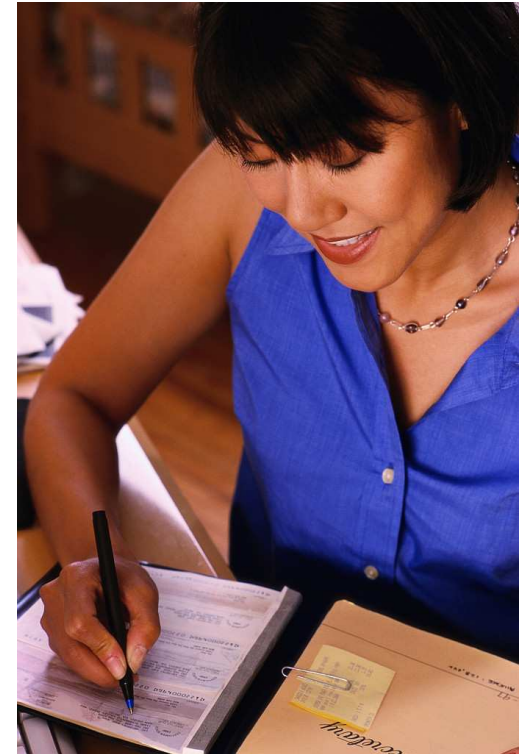
## Mail form to:

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

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

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

## TAXPAYER CONTRACT FOR ACH PAYMENT

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, it will be deducted on the following business day.

### 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 or deposit slip for 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 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.

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

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

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

<b>Official Use Only</b>	
Add To ACH.mdb _____	_____
Add To PACS _____	_____
Term.fromACH.mdb _____	_____
Term.fromPACS _____	_____
Term Date _____	_____
Term Due To _____	_____
Mig — Exemp — Del	_____
BM KJ SW TA KY HU	_____

Please Staple Voided Check Here

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