

Would you like to save time and money?

The direct payment plan allows you to:

- Save time-no checks to write!
- Spread your taxes over 12 installments.
- Help meet your commitment 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 email will be sent that will provide a link to our website to view the account information **anytime, anywhere.**

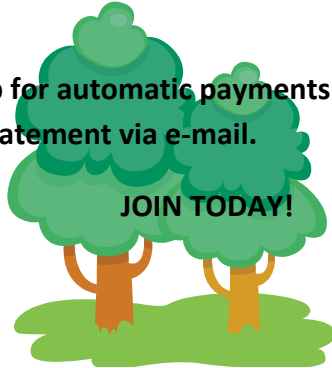
Example: \$1,500 Tax Bill		
Nov	\$125.00	
Dec	\$125.00	
Jan	\$125.00	
Feb	\$125.00	
Mar	\$125.00	
Apr	\$125.00	\$750.00
May	\$125.00	
Jun	\$125.00	
Jul	\$125.00	
Aug	\$125.00	
Sep	\$125.00	
Oct	\$125.00	\$750.00
		\$1,500.00

KITSAP COUNTY Treasurer's Office

Meredith R Green, CPA
Kitsap County Treasurer
www.kitsapgov.com/treas



Sign up for automatic payments and receive your statement via e-mail.



If you have questions please email us at Treasurer@co.kitsap.wa.us or call us at (360)337-4939.

Visit our website at www.kitsapgov.com/treas . This form is available online and you can view your property account information.

Hours:

8:00 a.m. to 5:00 p.m.

Monday through Thursday

(Closed Fridays and Holidays)

MAIL FORM TO:

Kitsap County Treasurer

614 Division Street MS-32

Port Orchard, WA 98366

MONTHLY PAYMENT PLAN

- Saves time-no checks to write!
- Spreads your taxes over 12 installments.
- No renewal required!
- Each payment will have a \$2.00 fee.
- Helps meet your commitment in a convenient and timely manner; even when you're out of town or on vacation!

Phone: (360) 337-4939

TERMS & CONDITIONS

- 1st half will have six installment payments: November, December, January, February, March and April.
- 2nd half will have six installment payments: May, June, July, August, September & October
- Withdrawal dates will be the 15th of each month, or the next business day if the 15th falls on a holiday or weekend.
- **Valid email address is required** and taxes must be current -- no delinquent accounts. Enrollment is not allowed for accounts that already have an active escrow.
- **The service fee is \$2.00 per installment.**
- 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 \$35.00 fee.
- To be removed from the automatic payment contract, the Treasurer's Office must receive the request either in writing or by email at least ten business days prior to the electronic payment withdrawal date.
- Once approved and signed by the Treasurer, a confirmation copy of this document will be emailed to you.
- In January, at least ten days before the withdrawal date, we will email you a link to your statement and let you know what your new payment will be for the year. Due to the tax calculation timeframe, January's withdrawal will likely occur after January 15.

TAXPAYER CONTRACT FOR AUTOMATIC PAYMENT

On _____, I hereby authorize the Kitsap 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.

PLEASE PRINT

Name(s) _____

Daytime Phone (_____) _____

Mailing Address _____

Email Address (required) _____

Bank Name _____ Branch (City) _____

Bank Routing # _____ Checking Acct # _____

Savings Acct # _____

Attach a voided check for account from which funds will be deducted.

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

_____, _____
 _____, _____
 _____, _____

Please Staple Voided Check Here

AUTHORIZATION AGREEMENT

I will notify the Kitsap County Treasurer's Office, in writing, when I change banks or close my account to continue this procedure. I understand the Kitsap County Treasurer must receive written or emailed notice at least ten business days prior to the electronic payment withdrawal date of the 15th of the month, in order to stop the payment or change the bank account.

 Taxpayer Signature _____ Date _____

 Taxpayer Signature _____ Date _____

 Deputy Treasurer _____ Date _____

Official Use Only

Add ACH _____
 Add to LIS _____
 Emailed signed contract _____
 Terminated from ACH _____
 Terminated from LIS _____
 Termination date _____
 Emailed termination notice _____

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

Complete the contract and authorization agreement and return to:
Meredith R Green, CPA, Kitsap County Treasurer, 614 Division Street MS-32, Port Orchard WA 98366