



# Birch Bay Water and Sewer District

Serving the Greater Birch Bay Area Since 1968

7096 POINT WHITEHORN ROAD  
BIRCH BAY, WASHINGTON 98230-9675

E-MAIL: office@waterdistrict.birch-bay.wa.us

COMMISSIONERS

Carl Reichhardt  
Don Montfort  
Patrick Alesse

GENERAL MANAGER

Roger M. Brown

PHONE: (360) 371-7100 (24 hrs)  
FAX: (360) 371-2806

## AUTHORIZATION AND ENROLLMENT FORM AUTOMATIC FUNDS TRANSFER

Customer Name \_\_\_\_\_

Billing Account Number \_\_\_\_\_

Service Address \_\_\_\_\_

I hereby authorize Birch Bay Water & Sewer District to automatically withdraw from my account identified below, the total amount due on my water, and sewer utility bill statement. I authorize the US Financial Institution named below to accept such transactions initiated by Birch Bay Water & Sewer District. The withdrawals shall be made from my account on the due date or on the next business day following.

This authorization shall remain in effect until Birch Bay Water & Sewer District has received written notification from me (either of us) of termination thirty (30) days before the withdrawal date.

US Financial Institution Name \_\_\_\_\_

Branch \_\_\_\_\_ Branch Phone \_\_\_\_\_

Type of Account      Checking       Savings

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

ABA/Transit # \_\_\_\_\_

(First 9 numbers on the bottom of the encoded line of the check or withdrawal slip issued from a US bank)

Print Name \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_

Second Signature on Account (if any) \_\_\_\_\_

**\*\* PLEASE ENCLOSE A VOIDED CHECK OR SAVINGS WITHDRAWAL SLIP \*\***

ONCE THE AUTHORIZATION FORM HAS BEEN SUBMITTED TO THE UTILITY BILLING DIVISION, IT NORMALLY TAKES 4 TO 6 WEEKS TO PROCESS AND VERIFY INFORMATION WITH THE BANK. YOU WILL BE NOTIFIED OF ACCEPTANCE BY A NOTE ON YOUR NEXT BILL AND YOUR FIRST DIRECT DEBIT TRANSACTION WILL BE ON THAT BILLS DUE DATE.

**YOU WILL NEED TO CONTINUE TO PAY BY CHECK OR CREDIT CARD UNTIL THEN.**

**For internal use only**

Pre-Note  \_\_\_\_\_ Date      Letter Sent  \_\_\_\_\_ Date      Entered in Master File  \_\_\_\_\_ Date

POTABLE WATER & WASTEWATER SECONDARY TREATMENT SERVICES

MAIN OFFICE 8 MILES WEST OF I-5, EXIT 266, SOUTH EDGE OF BIRCH BAY STATE PARK