



# AUTOMATIC UTILITY PAYMENTS

Setup autopay for your Thurston County utility bills so you don't have to worry about misplaced mail, deadlines, postage, or service fees. It's easy, free, and the benefits are endless.

- Your payment will be processed each month on the bill due date (usually the 20th).
- An itemized monthly utility statement will still be mailed out.
- No fees or service charges apply.
- You can cancel your autopay at any time\*. Just inform TC Utilities, via email or in writing.

\*If you cancel autopay, a deposit is required on your account to maintain service.

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## HOW TO SETUP AUTOPAY

1. Fill out and print.
2. Attach verification of routing and account number, such as a voided check or letter from banking institution.
3. Return to:  
TC Utilities  
9605 Tilley Rd. S., Box D  
Olympia, WA 98512

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To allow time for service set-up, make sure you pay your current month's utility bill by mail or online. For more information, contact us at 360-867-2312 or [tcutilities@co.thurston.wa.us](mailto:tcutilities@co.thurston.wa.us).



# AUTHORIZATION FOR AUTOMATIC PAYMENTS

I authorize Thurston County Public Works, Utility Services, to charge my bank account the amount of my monthly utility fees on the 20th of each month, or on the following business day if the 20th is a holiday or weekend. This authorization remains in effect until I cancel it via email or in writing.

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**Write legibly for speedier processing.**

Book & account #: \_\_\_\_\_

Service address: \_\_\_\_\_

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Customer name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Bank routing number: \_\_\_\_\_

Bank account number (attach verification):

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*By signing above, I verify the information provided is accurate and complete. I acknowledge that a returned automatic payment due to incorrect banking information or insufficient funds will result in a fee.*