



3100 Belmont Blvd Suite 100 \* West Richland, WA 99353 \* [www.westrichland.org](http://www.westrichland.org)  
Utilities & Finance Department \* (509) 967-3431 \* FAX (509) 967-5706

## SMARTPAY AUTHORIZATION / CANCELTION

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New Authorization

Update Information

Cancel

Today's Date: \_\_\_\_\_ Account Number: \_\_\_\_\_

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

Bank Name: \_\_\_\_\_

Please select a payment date:  10<sup>th</sup>  25<sup>th</sup>

Date SmartPay will begin: Click or tap to enter a date.

**Authorizations received after the 21<sup>st</sup> of the month will go into effect after the next billing cycle. For example, an authorization received on 6/25 for a payment on the 10<sup>th</sup> will go into effect on 8/10.**

**Final bills may be processed through SmartPay unless otherwise requested by the account holder.**

**Payment may process within a window of 72 hours of the date chosen.**

By signing below, I authorize the City of West Richland and the financial institution named to initiate a deduction from my checking account for the purpose of paying my monthly utility bill. This authority will remain in effect until I notify the City **in writing** to **cancel** it in such time as to afford the City and the financial institution **14 business days** to act upon it. I have read and understand the terms of this agreement as stated.

\_\_\_\_\_  
*Customer Signature/date*

Please send completed and signed form **with attached voided check** to:

City of West Richland  
3100 Belmont Blvd Ste 100  
West Richland, WA 99353