PAY YOUR TAXES BY **AUTOPAY**

Jefferson County is pleased to offer you Automatic Withdrawal of Property Tax Payments. Now you can have your tax payments made automatically from your United States checking or savings account. Fill out the Application form using the step by step instructions and return it to our office. On April 30th and October 31st (or the next business day if that date falls on a holiday or weekend) your tax payment will be made automatically for the amount shown on your coupon(s). If you choose to pay a full year, this will be debited on April 30th.

If funds are not available at the time of debit, you will be notified and will have to pay with a cashier's check, money order or cash. Additional charges, including interest and penalty will be required if this occurs.

The application form must be signed and returned to our office by April 10th or October 10th to begin the process.

You may discontinue the AUTPOAY at any time by completing the cancellation form on our website. To change account information or parcels included in the process use a change form on our website.

APPLICATION

Form must be completely filled out and received in our office by April 10th for first half taxes or October 10th for the second half taxes.

AUTHORIZATION FOR DIRECT WITHDRAWAL OF PROPERT TAX PAYMENT

I authorize Jefferson County and the U.S. financial institution named below, to withdraw from my account and to release the account information wherein. The withdrawals shall be made from my account on April 30th (for full or first half payment) and October 31st (for second half payment), or on the next business day if that date falls on a holiday or weekend. This authority shall remain in effect until Jefferson County has received written notice from me, no less than thirty (30) days before my account is to be charged. If payment is not honored by my financial institution, a $30.00 service fee and any applicable interest and penalty shall be assessed. In addition, your AUTOPAY will be cancelled.

PAYMENT TYPE ◯ HALF APRIL/HALF OCTOBER ◯ FULL YEAR ON APRIL 30TH

ACCOUNT TYPE ◯ CHECKING ◯ SAVINGS (contact bank for ABA)

Routing/ABA number

The first 9 digits of the encoded line on the bottom of your check

Account Number

Property ID Numbers to be included in AUTOPAY

Name		U.S.Financial Institution	
Daytime Phone	Home Phone	Branch	Phone
Authorized Signature # 1	Date	Authorized Signature # 2	Date
EMAIL			

Return completed form to

Jefferson County Treasurer
1820 Jefferson ST
P O Box 571
Port Townsend, WA 98368

360 385 9150 office
360 385 9149 FAX
khough@co.jefferson.wa.us (scan and email)