

# CITY OF LYNDEN



## Pre Authorized Withdrawal For Tenant Payments

### • What is the Auto-Debit Program?

This voluntary program authorizes automatic funds transfer from your bank account to the City of Lynden of the balance owing on your utility account. All commercial and residential accounts are eligible for PAWS.

### • Will I still receive utility bills?

You will receive your utility bill as usual; however, the comments section of the bill will indicate that you are on the Auto-Debit Plan and the 'AMOUNT TO BE WITHDRAWN' will be deducted from your account on the due date.

### • How do I sign up for PAWS?

Just fill out the attached PAWS Authorization Form and submit it to the City of Lynden along with either a voided blank check or savings withdrawal slip from your financial institution. Note: A savings deposit slip cannot be accepted.

### • Do I have to sign up each year?

No, you stay on the PAWS plan until you cancel it in written form. However, if your account has more than two NSF (Non Sufficient Funds) charges per year, it will be removed from the Pre-Authorized Withdrawal System (PAWS) for utilities.

### ***For more information about this program, contact us at:***

CITY OF LYNDEN: FINANCE DEPARTMENT UTILITY BILLING

300 4th Street • Lynden, WA 98264

Phone: 360-354-2829

www.lyndenwa.org

## **CITY OF LYNDEN - Pre-Authorized Withdrawal (PAWS) Authorization Form**

Type of Account:  Residential  Tenant

Utility Account #:

FIRST LAST

Service Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

I/We hereby authorize (Name of Financial Institution) \_\_\_\_\_

To debit the specified account for the balance owing on the above-noted Utility Account as of the due date. All payments are to be made payable to the City of Lynden.

Bank Account #: \_\_\_\_\_ Bank Routing #: \_\_\_\_\_

Checking  Savings

(First 9 numbers of the bottom of the encoded line of the check or savings withdrawal slip)

Signature: \_\_\_\_\_ Date: (\_\_\_\_) \_\_\_\_\_

**Please enclose a blank check or savings withdrawal slip from the specified account marked "VOID." Direct payment will not pull until stated on bill.**

### **Finance Department Only**

Reference Number: \_\_\_\_\_ Prenote Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ First Payment After: \_\_\_\_\_ Stop Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# EXHIBIT A

## PRE-AUTHORIZATION FOR TENANT PAYMENT OF CITY UTILITIES

### Pre-Authorized Withdrawal for Payment of Utilities by Tenants.

Tenants with the prior approval of the property owner have the option of selecting pre-authorized withdrawal from their bank account for the payment of monthly utility charges for a specified utility account. The tenant understands that the pre-authorized withdrawal for utilities is for their convenience. The tenant's pre-authorized electronic funds transfer will be drawn and presented for payment to their bank on each due date to cover the balance owing for the utility account shown on the authorization. The tenant agrees and authorizes the City to withdraw funds from the bank account and for the utility account listed below.

### Property Owner Payment Responsibility.

The property owner understands that the pre-authorized withdrawal for utilities is for their convenience, as well as the convenience of the tenant. The property owner must agree to the tenant's pre-authorized withdrawals for utility payments by signing below. The property owner also agrees and understands that he /she is ultimately responsible for all charges and fees associated with water and/or sewer service usage on his/her property, stormwater charges and the ambulance and emergency medical services fee. An agreement between the owner and the tenant where the tenant is to pay the charges, does not release the property owner from being liable for

such service charges, late fees, interest, lien charges, attorney costs, shut off or turn on fees, or other costs, if not, in fact, paid by the tenant. The City will only send out duplicate billings if the property owner requests the City to do so in writing and provides a current mailing address. The City reserves the right to charge a fee for duplicate billings. The City will send notice to the service address and owner's mailing address of delinquent billings prior to the service being shut off for non-payment. The property owner must inform the City Finance Department within 14 days of a termination of tenancy. Failure to do so may result in fees or charges. The City will not shut off service at the request of the property owner in violation of the Residential Landlord Tenant Act. The City will not act as a collection agent for the property owner, or as an intermediary between the property owner and tenant in the case of dispute over utility payments. The City will not refund or adjust utility payments.

All water rates shall be charged against the property on which it is furnished and against the owner thereof, and if for any cause any sums owing therefor become delinquent the water shall be shut off and in no case shall it be turned on to the same property until all such deficiencies have been paid in full, including any late payment charges applicable under LMC 13.04.161. All sewer charges that are delinquent shall be a lien against the property served. The City has the right to enforce said lien by cutting off and refusing water service to the property served until the delinquency is paid under LMC 13.12.270. All stormwater charges that are delinquent shall be a lien against the property served. If applicable, the City has the right to cut off and refuse water service to the property served until the delinquency is paid under LMC 13.24.080.

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Tenant Signature

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Printed Name

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Mailing Address

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Utility Account No.

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Service Location

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Property Owner Signature

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Printed Name

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Mailing Address

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Phone

\* **Signatures from Property Management companies will not be accepted.**

## Terms and Conditions of Customer's Authorization to the CITY OF LYNDEN

1. The user understands that the Pre-Authorization Withdrawal System (PAWS) for utilities is for the convenience of the user.
2. The user's pre-authorized electronic funds transfer will be drawn and presented for payment to their bank on each due date to cover the balance owing for the utility account shown on the authorization.
3. It is the user's (property owner) responsibility to notify the City of Lynden when discontinuing services. During the discontinuance process there will be an explanation of final billing due dates and any adjustments that are necessary.
4. This authorization must be terminated by the tenant upon 30 days written notice, or at any time by the City of Lynden. Upon such termination, any balance due thereafter shall be payable directly to the City of Lynden.