

Would you like to save time & money?

The direct payment plan allows you to:

- ✓ Spread your taxes over nine installments
- ✓ Save time — no checks to write!
- ✓ Help meet your commitments in a convenient and timely manner — even when you're out of town or on vacation!
- ✓ In lieu of receiving a paper statement copy, a link will be provided via e-mail to view the account information on our website at your convenience.

Don't forget — The cutoff dates to apply for the payment plan are January 5th for the first half and May 1st for the second half.



Mail form to:

Benton County Treasurer
PO Box 630
Prosser, WA 99350

Example:

\$1,500 Tax Bill

Feb	16.65%	\$256.75	
Mar	16.65%	\$250.00	
Apr	16.66%	\$250.00	\$750.00
May	8.34%	\$125.00	
Jun	8.34%	\$125.00	
Jul	8.34%	\$125.00	
Aug	8.34%	\$125.00	
Sep	8.34%	\$125.00	
Oct	8.34%	\$125.00	\$750.00
100.00%		\$1,506.75	

KENNEWICK ADMINISTRATION BLDG

7122 W. Okanogan Pl #E110

Kennewick, WA 99336

Phone: (509) 735-8505

HOURS:

8:30 a.m. to 4:30 p.m.

Monday through Friday

(excluding Holidays)

PROSSER COURTHOUSE

Second Floor

620 Market St

Phone: (509) 786-2255

HOURS:

Monday, Wednesday & Friday

10:00 a.m. to 2:00 p.m.

closed for lunch from 12:00 to 1:00

(excluding Holidays)

MONTHLY PAYMENT PLANS

The direct payment plan will help in *many ways:*

- Saves time — no checks to write!
- Spreads your taxes over 9 installments
- No renewal required!
- \$6.75 annual service fee.
- Helps meet your commitment in a convenient and timely manner; even when you're out of town or on vacation!



Kenneth Spencer Jr.

Benton County Treasurer

Prosser (509) 786-2255

Kennewick (509) 735-8505

www.bentoncountytax.com

TAXPAYER CONTRACT FOR ACH (MONTHLY) PAYMENT

On _____, I hereby authorized the Benton County Treasurer to initiate electronic debits from my checking/savings account identified below for the monthly payment of property taxes. I agree to the terms listed on this authorization form for payment. If the due date falls on a weekend or holiday, payment will be deducted on the following business day.

PLEASE PRINT

Name (s) _____

Daytime Phone (_____) _____ Cell Phone (_____) _____

Mailing Address _____

E-mail Address (*required*) _____

Bank Name _____ Branch (City) _____

Bank Routing # (ABA #) _____ Checking Account _____

Savings Account # _____

Attach voided check or bank verification letter (savings acct) for account from which funds will be deducted (required).

Parcel Number (s). *If more space is needed, please attach a signed and dated listing.*

_____, _____

_____, _____

TAXPAYER AUTHORIZATION AGREEMENT

I will notify the Benton County Treasurer's Office, in writing or by e-mail, when I change banks/accounts, in order to continue this contract or terminate this contract. I understand the Benton County Treasurer must receive written or e-mailed notice at least 5 business days prior to the electronic payment withdrawal date of the 15th of the month, in order for the payment to be stopped or have the bank information changed.

_____, _____
(Taxpayer Signature) Date

_____, _____
(Deputy Treasurer) Date

Complete the contract and authorization agreement then return to:
Kenneth Spencer Jr., Benton County Treasurer, PO Box 630, Prosser, WA 99350

TERMS & CONDITIONS

- 1st half will have **3 installment payments**: February, March & April.
- 2nd half will have **6 installment payments**: May, June, July, August, September & October.
- Withdrawal dates will be the 15th of each month (or following business day).
- **A valid e-mail is required** and taxes must be current — no delinquent accounts. Taxpayer cannot sign up if there is already an active escrow.
- The cutoff dates to apply for the payment plan are January 5th for the first half and May 1st for the second half of each year.
- Annual service fee of \$6.75 will be applied to the first payment.
- Returned electronic debit payments will result in a \$35 returned item fee and removal from the program.
- Once approved and signed by the Treasurer, a confirmation will be e-mailed to you. Please notify us if you don't receive a confirmation.
- To be removed from the automatic payment contract, written or email request must be received at least 5 business days prior to the electronic payment withdrawal date. Your request can be sent to ACH.Taxes@co.benton.wa.us — Cancellation is effective only after e-mailed acknowledgment from Treasurer's Office.
- Upon removal from the program, the taxpayer will be responsible for all unpaid taxes and applicable interest/penalty as otherwise required by law.
- Installment payments are not refundable.
- The Benton County Treasurer's Office reserves the right to remove anyone at anytime for any reason, when deemed appropriate.
- **Any subsequent adjustments will not be withdrawn from your account. If paid after the statement due date, penalty and interest will apply.**

*Official Use Only

Add To ACH Data _____
Add To PACs _____
Scanned Signed Contract _____
Data Entry Verification _____

PACs Termination _____
ACH Data Termination _____
Termination Notice (email) _____

Reason for Termination _____
Date of Termination _____

***Please include date and initials.**