



# Kittitas County Treasurer

Amy Cziske, Treasurer

## Authorization Agreement for Automatic Property Tax Payments

<b>PROPERTY OWNER INFORMATION</b>		
NAME(S)		
MAILING ADDRESS		
CITY	STATE	ZIP CODE
DAYTIME PHONE NUMBER (    )		
EMAIL ADDRESS		
<b>PAYMENT INFORMATION</b>		
PAYMENT: <input type="checkbox"/> HALF (April 30 & Oct. 31) <input type="checkbox"/> FULL YEAR (April 30)		
BANK NAME		
YOUR BANK BRANCH ADDRESS		
CITY	STATE	ZIP CODE
ROUTING NUMBER:		
ACCOUNT NUMBER:		
ACCOUNT TYPE: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS		
<i>Please attach a voided check or a letter from your bank</i>		
<b>PROPERTY INFORMATION</b>		
PARCEL NUMBER(S): Attach additional parcels & irrigation		
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>AUTHORIZED SIGNATURE</b>		
I hereby authorize the Kittitas County Treasurer to charge my bank account identified above for payment of property taxes according to the following terms:		
<ul style="list-style-type: none"> <li>• Payments will be deducted automatically on April 30th and October 31st or only April 30<sup>th</sup> if you choose to pay the full year at that time. (If these dates fall on a weekend, you payment will be deducted the following Monday.)</li> <li>• To cancel this authorization for any reason, including a property being sold, the Treasurer must be notified in writing.</li> <li>• This service may <u>not</u> be used to pay delinquent taxes or by those in bankruptcy.</li> </ul>		
SIGNATURE		DATE

**Automatic Property Tax Payments**

- Offers the convenience of paying your property taxes automatically without writing checks!
- Never miss a due date – you only need to sign up once to have your payment automatically deducted every April 30th and October 31st (*when April 30th or October 31st falls on a weekend, your payment will be deducted on the following Monday*).
- There is no charge for this service.
- Your payment will be clearly identified on your bank statement.
- If you have already enrolled, there is no need to reenroll. Call to confirm enrollment or watch your email for a reminder.

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**To enroll for automatic payments:**

1. Complete this form *in full*\*
2. Attach a voided check or a bank letter
3. Return to:  
 KITTITAS COUNTY TREASURER  
 205 W 5<sup>TH</sup> AVE STE 102  
 ELLENSBURG, WA 98926

- This form must be submitted by **March 15 or September 15** prior to the first due date for which you want your taxes paid automatically.
- You will receive an email confirming that we have processed your enrollment.

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**Have questions about AutoPay?**  
 Kittitas County Treasurer's Office  
 (509) 962-7535  
 treasurer@co.kittitas.wa.us

\* Incomplete forms will not be processed and funds will not be withdrawn which may result in the accrual of interest & penalties.