



# Utility Department Rapid Pay Application

Please complete the following and return to:  
City of Kelso \* PO Box 819 \* Kelso, WA 98626  
[utilities@kelso.gov](mailto:utilities@kelso.gov)

360-578-7915 (p)  
360-425-9807 (f)

First Name	Middle Initial	Last Name	(PLEASE PRINT)

Service Address (AS IT APPEARS ON YOUR BILL)

City/State/Zip	Phone

Kelso Utility Account Number (AS IT APPEARS ON YOUR BILL)

Bank Name	Bank Account Number

Please indicate which type of account the funds will be withdrawn:

<input type="checkbox"/> Checking Account	<input type="checkbox"/> Savings Account
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Please list the name(s) on the bank account:
_____
<b>Please Note: Utility account holder must be on checking/savings account.</b>

Please include a voided check or bank imprint bank information with routing and account number. This information is required for participation.

I authorize the City of Kelso Utility Department to request deductions from my account and the financial institution above to transfer payment in the amount of my bimonthly utility bill to the City of Kelso.

\*\*Depending on when the Rapid Pay application is received it may take up to 1-2 full billing cycles to take effect. The bill WILL NOT be deducted unless **"PAID BY DRAFT"** is stated in the due date portion of the bill. Please ask any questions you may have prior to submitting application.

Initial here \_\_\_\_\_

_____	_____
Authorized Signature	Date

**More information on other side**

# ***Rapid Pay Program***

## **Why use it?**

- Save on postage
- Save time writing checks
- Decrease the chance your check will become lost or stolen in transit
- Know that you bill is paid on time

## **How does it work?**

Bi monthly, you will receive your water bill, showing the amount due and the due date. On the payment due date, the amount due will be deducted from your checking or savings account and transferred by your bank to the City of Kelso.

It may take up to two months for changes to become effective. Please continue paying your bill until you see a message on your bill that the program is in effect for you. The message will say:

***"PAID BY DRAFT" WILL BE  
LISTED ON DUE DATE  
PORTION OF THE BILL***

The City of Kelso Utility Department reserves the right to deny or cancel participation in the Rapid Pay program.