

TERMS & CONDITIONS

- **Monthly Installments** – The first half of your property taxes (due April 30) will be collected in FOUR installments (January, February, March and April). The second half of your property taxes (due October 31) will be collected in SIX installments (May, June, July, August, September and October). In January and May, at least ten days prior to the Payment Date, an email will be sent to you with a link to your tax statement along with the monthly installment amount for that period.
- **Payment Date** – each installment will be debited from your bank account on the 20th of the month. If the 20th falls on a weekend or holiday, the installment will be debited on the next business day.
- **Service Fee** – the service fee is \$2.00 per installment and is added to each of your monthly installments (total of \$20.00 per year, per account).
- **Returned Payment Fee** – if the electronic debit is returned by your bank for any reason, you will incur a \$35.00 fee and you will be unenrolled from this program.
- **Valid Email Address Required** – the Treasurer's office communicates important information and updates about your monthly prepayments exclusively via email. Having a valid email address is required to participate in the monthly prepayment program.
- **Written Communication Only** – any changes must be communicated to the Treasurer's office in writing. This includes updates to your banking information, adding or removing parcels to the monthly prepayment agreement, or removal from the agreement entirely. Please send any changes at least 10 days prior to the next installment date.
- **Questions?** – call us at 360-337-7135 or send an email to TreasurerAutopay@kitsap.gov
- **The Kitsap County Treasurer reserves the right to remove anyone from the monthly prepayment program at any time and for any reason when deemed appropriate.**

AUTHORIZATION FOR AUTOMATIC MONTHLY PRE-PAYMENTS

I hereby authorize the Kitsap County Treasurer to initiate electronic debits from my checking account identified below for the monthly payment of property taxes. By signing below, I agree to the Terms & Conditions as set forth on this authorization form.

PLEASE PRINT

Name(s): _____

Phone #: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Bank Name: _____ Branch (City): _____

Bank Routing #: _____ Checking Acct #: _____

Attach a voided check from the checking account you listed above.

Parcel Number(s) - (If more space is needed, please attach a listing.)

Taxpayer Signature

Date: _____

Taxpayer Signature

Date: _____

Treasurer Staff Signature

Date: _____

Complete the contract and authorization agreement and return to:
Kitsap County Treasurer, PO Box 169, Port Orchard, WA, 98366