



City Hall
555 Israel Road SW
Tumwater, WA 98501-6515
Phone: 360-754-5855
Fax: 360-754-4138

Thank you for your interest in setting up ACH payments to the City of Tumwater for your Tumwater utility billings. The following paragraphs outline the terms and conditions necessary for setup of ACH payments to the City of Tumwater.

Remittance will be required for accurate posting of your ACH payments. The remittance should be sent via email to utilitybilling@ci.tumwater.wa.us *prior* to the payment posting to our bank account. The subject line of the remittance email should read “ACH Payments” and the email must include the following information:

- All applicable account numbers
- Amount to be applied to each account
- Customer name for each account
- Total payment remitted (if lump sum for multiple accounts)
- Contact name, email address and phone number
- Additionally, we would like to know how your payment will appear on our bank statement.

EXAMPLE remittance information:

Utility Account 12-123456-000	\$125.00	Doe, John
Utility Account 12-123456-001	\$50.00	Smith, Jane
Total ACH Remittance 1/1/19:	\$175.00	
Contact: Jane Smith, jsmith@acctpay.com , (360) 555-4444		
Payment will appear on statement as “DoeSmith Vendor Pay****1234”		

To confirm your interest in setting up ACH payments for your account(s), please submit your response to utilitybilling@ci.tumwater.wa.us. This will acknowledge that you agree to the terms and conditions for remittance of ACH payments to the City of Tumwater as outlined above. Upon receipt of your email, a correspondence will follow which will include the City’s banking information necessary for proper ACH setup.

If you have any questions please contact us at utilitybilling@ci.tumwater.wa.us.

Thank you,

City of Tumwater Utility Billing Team
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