

Franklin County Treasurer's Office  
Josie Koelzer, Treasurer  
<https://www.franklincountywa.gov/treasurer>



**MONTHLY PAYMENT PLAN**  
Will help you in *many* ways:

- Saves time - no checks to write!
- Spreads your taxes over 9 installments
- No renewal required!
- Helps meet your commitment in a convenient and timely manner; even if you're out of town or on vacation!

**Example**  
**\$1,500 Tax Bill**

Feb	16.65%	\$256.75	(Incl. bank fee)
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
<b>100%</b>		<b>\$1,500.00</b>	

**HOURS**

9:00 AM to 4:30 PM  
Monday through Friday  
(excluding Holidays)

**PHYSICAL LOCATION**

Franklin County Courthouse  
1016 N 4th Avenue  
Pasco, WA 99301  
Phone: (509) 545-3518  
Fax: (509) 545-2136

**MAILING ADDRESS**

Franklin County Treasurer  
PO Box 1011  
Pasco, WA 99301

**SAVE TIME & MONEY WITH THE  
MONTHLY PAYMENT PLAN**

- Spread your tax payment over nine installments, instead of twice a year
- Save time - no checks to write and mail!
- Help meet your commitments in a convenient and timely manner, even when you're out of town or on vacation!
- Instead of receiving a paper copy of the statement, view your account information on our website *anytime, anywhere.*

**Don't forget** — The cutoff date to apply

Help save a tree & money

Sign up for **automatic payments**

And get your tax information online at

[www.franklincountywa.gov/treasurer](http://www.franklincountywa.gov/treasurer)

**JOIN TODAY!**



## TERMS & CONDITIONS

- 1<sup>st</sup> half will be in **3 installments** - February, March & April. 2<sup>nd</sup> half will be in **6 installments** - May, June, July, August, September & October.
- Withdrawal dates are the 15<sup>th</sup> of each month.
- **Valid e-mail is required** and taxes must be current. Parcels with active escrow accounts are not eligible for this program.
- The first installment will include a \$6.75 charge for the bank processing fees.
- If an ACH is returned due to non-sufficient funds or a closed account, it will result in immediate removal from the program and a \$35.00 fee will be assessed to your account.
- Voluntary removal from the automatic payment contract will only be allowed for specific circumstances and our office must be notified at least 30 days in advance of the electronic payment withdrawal date.
- A confirmation including this agreement and the ACH schedule will be e-mailed to you the first year.
- It is the taxpayers responsibility to access their tax information online
- The Treasurer's Office reserves the right to remove anyone, at anytime, for any reason, when deemed appropriate.



[www.franklincountywa.gov/treasurer](http://www.franklincountywa.gov/treasurer)

## TAXPAYER CONTRACT FOR ACH (MONTHLY) PAYMENT

On \_\_\_\_\_, I hereby authorized the Franklin 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, it 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 #) \_\_\_\_\_ Account # \_\_\_\_\_

***Attach a voided check for the account from which funds will be deducted (required).***

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### AUTHORIZATION AGREEMENT

I will notify the Franklin County Treasurer's Office, in writing, when I change banks/accounts, in order to continue or terminate this contract. I understand the Franklin County Treasurer must receive notice at least 30 business days prior to the electronic payment withdrawal date of the 15<sup>th</sup> of the month, in order for the payment to be stopped or the bank information to be changed.

(Taxpayer Signature) \_\_\_\_\_ Date \_\_\_\_\_

Please Staple Voided Check Here

Complete the contract and authorization agreement and return to:  
**Josie Koelzer, Franklin County Treasurer, PO Box 1011, Pasco, WA 99301**