




City of Port Townsend - Available Payment Options

Transaction Type	Cash, Check, or Money Order	Credit/Debit Cards	Electronic Payments	Payment Locations:	Floor
B & O Taxes	X			Finance/Utility Billing	1st
Compost Fees	X			Compost Facility	
Facility Rentals	X			Finance/Utility Billing	1st
Parking Tickets	X			Finance/Utility Billing	1st
Permit Fees	X			Development Services Dept.	3rd
Police-Gen'l Services	X			Police Dept./Mt. View facility	
Pool Fees	X	Credit Card Only		Pool/Mt. View facility	
Utility Bills	See Below*	See Below*	See Below*	Finance/Utility Billing	1st

Payment choices for utility bills only:

***CASH, CHECK OR MONEY ORDER** - are accepted during the hours of 8:00 a.m. to 4:30 p.m., Monday – Friday at *City Hall, located at 250 Madison Street* or payments can be mailed to the same location. For your convenience, there is a lockbox located to the right of the front doors and another one in the Finance vestibule. Both boxes are checked regularly throughout the day. Please do not mail cash or place cash in the drop box.

***CREDIT & DEBIT CARD** - Card payments can be made by using one of these third-party services:

 <p>Online at (Official Payments) for a convenience fee of \$4.95 per transaction up to \$500.00.</p>	  <p>Click the “\$ Pay Bill” widget above, go online at (www.doxo.com/bill-pay/cityofpt) or call 360-774-5008 for a convenience fee of \$3.95 on transactions up to \$500.00.</p>
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***RECURRING ELECTRONIC FUNDS TRANSFER (EFT)** - can be set up so your utility payments are automatically withdrawn from your bank account through Doxo. Please visit their website (www.doxo.com/bill-pay/cityofpt) and follow the instructions for setting up this free, paper-less service (*look for “Set this bill on cruise control”*). Should you need assistance with this program, call Doxo customer service at (888) 944-3696.

***ONLINE BILL PAY** - Contact your financial institution to establish this service for utility payments.

***PLEASE NOTE:** Online/Electronic payments are **not** instant transactions and generally take several days to process. Keep in mind, your payment must clear our bank by the due date to avoid late fees. Be sure to allow extra time and plan ahead – usually five business days – for the payment to reach us.