

City of Port Townsend - Available Payment Options

Transaction Type	Cash, check, or money order	Credit/Debit Cards	Automatic Payments	Payment locations:	Floor
B & O Taxes	x			Finance/Utility Billing	1 st
Compost fees	x			Compost Facility	
Facility Rentals	x			Finance/Utility Billing	1 st
Parking Tickets	x			Finance/Utility Billing	1 st
Permit Fees	x			Development Services Dept.	3 rd
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	1 st

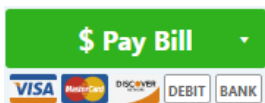
Payment choices for Utility bills only:

*CASH, CHECKS OR MONEY ORDERS are accepted during the hours of 8:00 a.m. to 4:30 p.m., Monday – Friday at *City Hall on 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.

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



*CREDIT & DEBIT CARD utility payments can be made using a third-party website ([Official Payments](#)) for a convenience fee of \$3.95 per transaction.



*AUTOMATIC PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT) can be set up so your utility payments are automatically withdrawn from your bank account through a third-party called Doxo. Please visit their website (www.doxo.com/bill-pay/cityofpt) and follow the instructions for setting up this free service. Should you need assistance with this program, call Doxo customer service at (888) 944-3696.

Please note: All online 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.