

# Application for Washington Gas Payment Plans

## Fill out, detach and mail application to:

Washington Gas, Attention: Cash Receipts, 6801 Industrial Road, P.O. Box 57000, Springfield, VA 22156-9988.

PLEASE ENROLL ME IN: (check one or both)

Automated Payment Plan     Budget Plan

Customer account number on Washington Gas bill

Customer name as shown on Washington Gas bill

Address of gas service

City                                  State                                  Zip Code

Daytime phone number                                  Ext.

## Automated Payment Only:

Checking account number

Financial institution 9-digit routing number (lower left corner of check)  
(For example: 123456789)

## Automated Payment Authorization

I authorize Washington Gas to initiate withdrawals for payment of my Washington Gas monthly bill at the financial institution (bank or credit union) that has my account. I may suspend payment by notifying Washington Gas at any time prior to 4 p.m., three business days before an amount is to be deducted from my checking account. If I suspend payment more than twice within a 12-month period, I will be removed from the plan.

I understand that the Automated Payment Plan is an alternative method of payment only and does not otherwise affect the respective rights of myself, Washington Gas, and the financial institution (bank or credit union) with respect to each other. I also understand that Washington Gas and the financial institution (bank or credit union) reserve the right to terminate this payment plan and/or my participation in it. If I wish to discontinue participation in this payment plan, I may do so by notifying Washington Gas.

I have read the above authorization agreement for the Automated Payment Plan.

Signature of checking account holder                                  Date

Remember to include a **voided check** or **photocopy of a check** with this application for the **Automated Payment Plan**.

## SIGNING UP IS EASY

To enroll in the **Budget Plan**, simply fill out the application in this brochure, enroll online at **washingtongas.com**, or call our Automated Services Line at **703-750-7944** and enroll over the telephone. If you qualify, we'll put you on the Budget Plan at the start of the next available billing cycle.

To enroll in the **Automated Payment Plan**, simply fill out the short application in this brochure or download the application at **washingtongas.com**. To complete enrollment for the Automated Payment Plan, be sure to sign the authorization agreement to acknowledge the terms of the plan. This authorization will allow us to work with your bank to set up the automated payment. Also, please write "VOID" on a blank or canceled check, or send us a photocopy of one of your checks. We cannot accept a deposit ticket. Enclose the voided check or photocopy of a check with your application so we can verify your bank information. Your application for the Automated Payment Plan cannot be processed without a voided check or photocopy of a check.

**NOTE:** You must continue to pay by check until you see a message on the payment stub portion of your bill that reads "Automated Payment Plan."

To enroll in the **e-Bill program**, visit us at **washingtongas.com**.

## QUESTIONS?

Visit **washingtongas.com**, or call **703-750-1000** or toll free **1-800-752-7520** outside the local calling area.



washingtongas.com

Natural Gas Leaks/Emergencies:  
703-750-1400, 1-800-752-7520 or 911

0208\_5

Detach and mail to Washington Gas, ATTN: Cash Receipts, 6801 Industrial Road, P.O. Box 57000, Springfield, VA 22156-9988.



# PAYMENT Plans and Services

energy + time

Automated Payment Plan  
Budget Plan  
Online Services  
Automated Services Line



Washington Gas

washingtongas.com

# Washington Gas gives customers easy and efficient payment choices.



We offer several payment plans and services to help you manage your time and energy costs. The **Automated Payment Plan, Budget Plan, eService Center and Automated Services Line** work well together or separately. Of course, you may stay with the standard payment arrangement.

## PAYMENT PLANS

### Automated Payment Plan

Pay your gas bill automatically each month on its due date through the **Automated Payment Plan**. Washington Gas continues to send you a statement each month but, on the due date, the amount of the bill will be deducted electronically from your checking account – no check writing, postage or waiting in line. Once enrolled, your payment appears as a deduction on your monthly bank account statement and will be shown as a payment on your gas bill the next month. An unsuccessful withdrawal from your account will result in a charge by Washington Gas.

If you want to question the amount of your bill or suspend an automated payment, please call us at **703-750-1000** prior to 4 p.m., at least three business days before your bill is due. When an automated payment is suspended, other payment arrangements must be made. Also, please notify Washington Gas if you change your checking account.

### Budget Plan

Managing a household budget can be a challenge. Our **Budget Plan** provides the advantage of spreading

winter heating costs over the entire year. Here's how it works:

- We calculate your average monthly payment based on historical natural gas usage, adjusted for normal weather, and projected gas costs.
- During the year, we periodically review your account to determine that the monthly estimate is on target. Each month your bill will show actual gas usage and bill amounts, along with budget installments, so you can review the information regularly. Adjustments may be necessary during the year to prevent large corrections.

Your twelfth monthly bill will reflect the last installment of your budget cycle – adjusted for the difference between actual and budgeted gas usage. Overpayments are credited to your account unless a refund is requested. If you use more gas than you pay for, you owe the company the difference.

The **Budget Plan** is designed as a year-round program, so we encourage you to stay on it for a full 12-month billing cycle to realize the potential benefits.

**NOTE:** When you pay your Washington Gas bill by check, you authorize Washington Gas to clear it electronically. Your check is not returned, and your payment receipt and bank statement serve as proof of payment. To opt out of the check conversion program, please call **1-888-491-8107**. Have your 10-digit Washington Gas account number available.

## PAYMENT SERVICES

### Online – [washingtongas.com](http://washingtongas.com)

- Sign up for eBill and get paperless electronic billing. Receive email notification that your bill is available for viewing.

### Online – [washingtongas.com](http://washingtongas.com) *(continued)*

- View and pay your bill in minutes with your checking account, credit or debit card.\*
- Check your account balance and payment history.
- Start and stop gas service.
- Get tips for managing energy costs.

\*Credit and debit card payments are processed by an electronic payment processor, not Washington Gas. A service fee is applied.

### Online – Your Bank's Web Site

View and pay your bill at many of the top area banks' Web sites, such as Bank of America, Sun Trust, Chevy Chase and Navy Federal Credit Union

For details and to see if your bank participates, go to [washingtongas.com/ebill](http://washingtongas.com/ebill). If your bank doesn't participate, you can still view and pay your bill at [MyCheckFree.com](http://MyCheckFree.com) or [washingtongas.com](http://washingtongas.com).

### Automated Services Line

Many of the services listed above also are available at our Automated Services Line. Simply call **703-750-7944** and enter your ten-digit account number to get started.

## YOU CHOOSE WHICH COMPANY SELLS YOU GAS

You may purchase your natural gas supply from one of a number of retail energy suppliers that serve your area, or you may purchase it from Washington Gas. *It's your decision.*

Energy suppliers compete against one another for your business, and some may offer price incentives that could result in cost savings to you. To obtain a list of suppliers and learn more, visit [washingtongas.com](http://washingtongas.com) and highlight *Customer Choice*, or call us at **703-750-1000**.

(If you purchase natural gas from a retail energy supplier and wish to remain on or enroll in our **Automated Payment Plan** or **Budget Plan**, be sure to contact Washington Gas at **703-750-1000**.)