

**CUI**  
**U.S. DEPARTMENT OF ENERGY - BONNEVILLE POWER ADMINISTRATION (BPA)**  
**AUTHORIZATION AGREEMENT FOR BPA's DIRECT DEBIT PAYMENT PLAN**

**PRIVACY ACT STATEMENT:**

**Authority:** 42 U.S.C. § 7101 et seq; 50 U.S.C. § 2401 et seq.

**Purpose:** BPA will use this information to collect automatic payments from the financial institution account listed on the form.

**Routine Uses:** We do not disclose your information to third parties without your consent, except to fulfill the purpose of collection or as legally required. Records may be disclosed to: BPA employees and contractors as required to complete job duties; to necessary parties if the security or confidentiality of the information in the records is compromised; and to the Department of Energy and other agencies to investigate potential violations of law, and as necessary to minimize harm when information security has been compromised. Additional potential disclosures are listed in Privacy Act System of Records Notice DOE-18, Financial Accounting Systems.

**Disclosure:** Providing information on this form is voluntary. Failure to do so will require you to make individual payments to BPA, rather than having them deducted automatically from an account.

**SECTION 1 – INDIVIDUAL/COMPANY INFORMATION**

Individual/Company Name *(Please print or type full name)* \_\_\_\_\_

Contact Name *(Please provide full name if company is applying)* \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

I hereby authorize the initiation of a deduction from my account and the financial institution named below to debit such account. I understand I will be notified if the debit amount needs to be adjusted, either to be increased or decreased. I also understand that I have the right to stop automatic payment by notifying my financial institution in writing three days prior to the time my account is charged.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 2 - FINANCIAL INSTITUTION INFORMATION**

Financial Institution Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_

Nine – Digit Routing Transit Number \_\_\_\_\_

Account Number \_\_\_\_\_

Account Type *(Please check the option that applies):*      Checking      Business Account

Savings      Personal Account

Bills to be paid through the DD payment plan *(Please check the option that applies):*      Transmission or Power Bills Only

All Bill Types

**CONTROLLED DISTRIBUTION**

Access is restricted to those with a Lawful Government Purpose and must be protected and marked when printed or distributed.

Controlled by:

Name/Agency/Org/Contact Info: \_\_\_\_\_

CUI Category: PRVCY      Date: \_\_\_\_\_

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**DIRECT DEBIT INSTRUCTIONS:**

**What is the Direct Debit Payment Plan?**

The Direct Debit (DD) Payment Plan is an electronic payment option, which authorizes the Bonneville Power Administration (BPA) to automatically withdraw payments to BPA from a customer's bank account. This option is an alternative to wire transfers, automated clearing-house (ACH) credits, and paper checks.

**What are the benefits of enrolling in the Direct Debit Payment Plan?**

**It is free** — Financial institutions may charge for wire transfers and ACH credits.

**It saves time and resources** — Customer do not have to initiate payment.

**No late payments** — Customers will never have to worry about making a payment on time or missing an invoice.

**On what day will my bank account be debited and for how much?**

Customers will continue to receive bills from BPA, either via email or the Customer Portal. For amounts owed to BPA, accounts will be debited on the invoice due date for the amount indicated on the bill.

**How do I set up this service?**

Send your completed Authorization Agreement to BPA by mail or email.

MAIL: Bonneville Power Administration  
Attn: Accounts Receivable – FTOA-2  
P.O. Box 3621  
Portland, OR 97208-3621

EMAIL: [ar@bpa.gov](mailto:ar@bpa.gov)

**Questions?**

Email: [ar@bpa.gov](mailto:ar@bpa.gov) or call: 503-230-5788