AUDIT PAYMENT COUPON
City of Portland
Office for Community Technology
P.O. Box 745, Portland, OR 97207-0745

Coupon:

Date: _____

Company: _____

Account # _____

Contact Person: _____

Phone number: _____   Email: _____

Audit Payment $_____

Instructions:
Complete this form and print coupon, then email or send with payment.

If paying by check
1. Write the Account number and "Audit Payment" on the check
2. Include this form along with your check
3. Make check payable and remit to:
   > City of Portland
   > Office for Community Technology A/R
   > P.O. Box 745
   > Portland, OR 97207-0745
4. If sending by courier or certified mail, return receipt requested, send to:
   > City of Portland
   > Office for Community Technology REV A/R
   > 111 SW Columbia Street, Suite 600
   > Portland, OR 97201

If paying by ACH
1. ACH should include Account number and "Audit Payment"
2. Contact OCT if you need the City's Bank Information
3. After ACH has been initiated, send a copy of this form and notice of electronic payment to:
   OCTutility@portlandoregon.gov

Thank you!

For questions concerning this form or if you need the City's Bank information for ACH payments, please contact OCTutility@portlandoregon.gov, or the Utility account manager at 503-823-5413.