

Use...

AUTOMATIC BILL PAYMENT

...and your City utility bills are always paid easily, conveniently, and on time

How do I get it started? Fill out the form on the reverse side. Return the form with a copy of your bank or credit union account voided blank check. (This is needed to confirm your bank routing and account numbers with your bank/credit union). You may return this form and the voided check with your utility bill payment. Allow one month for the process to be set up with your bank or credit union.

How much will it cost? Nothing. There is no charge for this service.

If I pay my utility bill automatically, how will I know how much it is? You will still receive your bi-monthly utility bill. The difference is that you will be advised on the bill to make no payment, that the payment will be automatically withdrawn from your account.

How will I know that my utility bill has been paid? Each payment should be shown on your bank/credit union checking/savings account statement. Each utility bill you receive will also show the previous balance paid.

Does this work the same as my automatic payments to PG&E, AT&T or my cable company? Yes, it works exactly the same way, except the date of the payment for each may differ.

What if I want to stop automatic utility bill payment? Just write us a note telling us to stop. That's it. Allow 30 days for the process with your bank/credit union to be stopped.

What are the benefits of using automatic bill payments?

- *Saves time* – no more writing checks and stuffing envelopes.
- *Saves money* – no postage costs.
- *Always on time* – no worries about late payments, especially if you are planning to be away.
- *Improves credit* – builds a history of on-time payments.
- *Provides more security* – your payments are made electronically.

CITY OF MILLBRAE

AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYMENTS

I (we) hereby authorize the City of Millbrae, to initiate debit entries to my (our)

Checking Account Savings Account (select one) indicated below at the financial institution (bank, credit union, etc.) named below, and to automatically debit such account each billing cycle. I (we) acknowledge that the origination of such debit transactions (called Automated Clearing House (ACH) transactions) to my (our) account must comply with the provisions of U.S. law.

Financial Institution:

Name: _____
(Bank, credit union, etc.)

Address: _____

City: _____

State: _____

Zip: _____

Routing

Number: _____
(Typically, the 8 numbers found at the bottom lower left side of your checks)

Account

Number: _____
(Typically, found at the bottom, lower right side of your checks)

This authorization is to remain in effect until the City has received written notification from me (or either of us) of its termination in such time and in such manner to afford the City and my (our) financial institution a reasonable opportunity to act on it. A reasonable time is deemed to be approximately 30 days advance notice.

Name(s): _____
(Please Print)

Date: _____

Signature(s): _____
(Must be an authorized signature on the account)

Utility Billing Account #: _____

Utility Service Address: _____

Notes:

1. The City may revoke its debit authorization by notifying the originator in writing by certified mail.
2. Please attach or enclose a copy of a voided check so that we, together with your bank/credit union, may confirm routing and account numbers.

**Please mail form with voided check to : City of Millbrae- Utility Billing Department 621 Magnolia Avenue Millbrae California 94030