



CITY OF ESCONDIDO
 Utility Billing
 201 North Broadway
 Escondido, CA 92025-2798
 (760) 839-4682

AUTOMATIC PAYMENT PROGRAM

Complete the application and return it along with a voided check. Keep a copy for your records. **Please continue to make payment until you see "DO NOT SEND PAYMENT" on your remittance stub.**

If you have any questions about the program, please contact one of our Customer Service Representatives at (760) 839-4682.

AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYMENTS (ACH DEBITS)

**ATTACH
 VOIDED
 CHECK
 HERE**

John Doe	001
123 Main St.	
Escondido CA 92025	
VOID	
	\$ <input type="text"/>

- Enrollment Change Cancellation

I (we) hereby authorize City of Escondido, hereinafter called COMPANY, to initiate debit entries to my (our) Checking Account / Savings Account (select one) indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Depository Name _____ Branch _____
 City _____ State _____ Zip _____
 Bank Routing Number _____ Bank Account Number _____

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Name _____ (Please Print) Signature _____
 Name _____ (Please Print) Signature _____
 Phone: _____ Utility Account Number _____ Date _____

SEE REVERSE FOR IMPORTANT CONDITIONS

You must notify the City of Escondido Utility Billing Division anytime your financial institution changes or you close the designated account. A new application must be completed and a voided check from the new financial institution attached.

We will continue to mail a utility statement to you. If you dispute the charges, you must contact us within ten (10) days of receiving the bill. If the ten (10) day period has lapsed, adjustments may be made to the next bill.

Payment is withdrawn from your bank account on the bill due date. If the bank returns or rejects your transaction, the City will assess a fee to your Utility account. If you have two (2) of these transactions within a 12-month period, you will be automatically terminated from the Automatic Payment Program and be put on "Cash Only" status. When a transaction is returned or rejected, the City will deliver notification to the service address and you will have two (2) days to make payment directly to the City of Escondido by cash, cashier's check, or money order. If the payment is not **RECEIVED** in our office by that time, you will be automatically terminated from the Automatic Payment Program. Bills with a past due amount will not be submitted to the bank for payment.

If your utility account has a credit balance, a statement will be mailed to you but no credit will be made to your bank account. When an account is closed, payment of the closing bill will not be eligible for the Automatic Payment Program. Payment must be made directly to the City of Escondido.

You may cancel this contract by completing and returning the Automatic Payment Authorization form. It will become effective after the City and depository have a reasonable opportunity to act on it.

Remember to deduct the payment amount from your bank balance.