

AUTO PAY FOR UTILITY BILLING

As a convenience for our customers Automated Payment Service for their Utility Bills is available. This will remove the task of writing a check each billing, and will ensure you won't receive a past due notice and a late fee.

How does Auto Pay Service work?

With Auto Pay Service, your payment is automatically deducted from your bank account without writing or mailing a check. You will still receive your utility bill just as you do now. The payment will be deducted automatically from your bank account on the due date stated on the bill.

Immediately review your bill upon receipt. If you have any questions, call us a ***minimum of five business days prior to the due date***, so that we can adjust the amount being debited from your bank account, if necessary. If you contact us fewer than five business days prior to the due date and a correction is necessary, we cannot guarantee that the corrected amount will be debited in time.

You must provide a 30-day advanced, written notice to terminate the Auto Pay Service.

How do I sign up?

1. Fill out the Authorization & Enrollment Form on the reverse side.
2. Write "**VOID**" on one of your checks. ***Please do not send a deposit slip.***
3. ***Email the completed form AND your voided check to cityhall@groverbeach.org***

Once you have signed up, and the Auto Pay Service is in effect for you, your utility billing statement will show a message stating that your bill will be automatically paid on the due date.

For more information, please call the City of Grover
Beach Utility Billing at (805) 473-4550 x 3

Office Hours:
8:00 am to 5:00 pm
Monday thru Thursday

AUTO PAY SERVICE APPLICATION CITY OF GROVER BEACH

Please sign me up for the City of Grover Beach's Auto Pay Service for utility billing. I have enclosed: (1) the completed application, (2) a voided check, (3) a check for the current amount due, (4) the remittance portion of my current statement, and I have signed the application.

I understand that it will take approximately two billing cycles for the service to be activated.

If I decide to discontinue the Auto Pay Service, I will provide written notification at least 30 days prior to the date I wish to terminate the Auto Pay Service.

Utility Account Number

Street address where you receive service

Name of your bank, savings and loan or credit union

☐ Checking

☐ Savings

Name (please print)

Telephone (Day)

Telephone (Evening)

I authorize the City of Grover Beach to deduct funds from my account at the financial institution listed above to pay my City of Grover Beach utility bill. I understand that I can stop these automatic payments if I notify the City of Grover Beach in writing. I also understand that the City of Grover Beach and/or financial institution can stop my participation in this service if necessary. I understand that should the account not have sufficient funds to cover the automatic deduction there will be an insufficient funds fee charge assessed.

Signature

Date

PLEASE DO NOT LIST MULTIPLE ACCOUNTS ON THIS FORM

ONE FORM PER ACCOUNT