

Electronic Fund Transfer (EFT) Recurring Payment Authorization

Created 03.24.14



City of Sierra Madre

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Schedule your utility bill payment to be automatically deducted from your credit card or bank account (checking or savings) by completing and signing this form.

Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time and postage)
- Your payment is always on time (even if you're out of town), eliminating late charges
- You will receive your bill prior to the electronic funds transfer
- You may sign up for email bills. *

Here's How Recurring Payments Work:

By authorizing regularly scheduled charges to your credit card, checking or savings account, you will be automatically charged the amount indicated on your City of Sierra Madre utility bill. The charge will appear on your bank statement as an "ACH Debit." The City of Sierra Madre bills monthly and your payment will come out on the 28th of each month.

Please Complete the Information Below

I, _____ authorize the City of Sierra Madre to charge my credit card or bank account indicated on this form on the last day of the month on a bimonthly billing cycle for payment of my City utility bill for water and sewer.

City Utility Account Number: _____

Service Address: _____

Phone Number: _____

Email:* _____

*Enroll me in in paperless billing

Credit Card Payment Authorization

Credit Card: Visa MasterCard Discover

Credit Card Number: _____ Expiration Date: _____

Exact name as it appears on the credit card: _____

Billing address (if different from service address): _____

Bank Payment Authorization

Account Type: Checking Savings

Name on Account: _____

Bank Name: _____ Bank City/State: _____

Account Number: _____ Routing Number: _____



Authorization to Enroll

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify City of Sierra Madre in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the periodic payment dates fall on a weekend or holiday, I understand that the payment may be executed on the next business day. I understand that because this is an electronic transaction, these funds may be withdrawn from my account as stated on my utility bill. I understand that payments returned unpaid for any reason will be charged a return item fee. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I agree not to dispute this recurring billing with my bank so long as the transactions correspond to the terms indicated in this authorization form.

Signature: _____ **Date:** _____

Cancel Automatic Withdrawal

With my signature below, I am canceling my participation in ETF recurring payment service for my utility billing. I understand that if this form is not received at least 15 days prior to my next billing date, my next payment will be automatically withdrawn from my bank account / charged to my credit card. I agree not to dispute this recurring billing with my bank so long as the transactions correspond to the terms indicated in this authorization form.

Signature: _____ **Date:** _____

City Utility Account Number: _____

Service Address: _____

Phone Number: _____

Email: _____