



Automatic Utility Bill Pay



The City of Patterson is pleased to announce that *Effective June 10th, 2008* utility customers can pay their City utility bills via automatic deduction from their bank accounts.

This convenient new service allows customers to have on the 20th of each month their utility bill payment automatically deducted from their accounts. There is no charge for this service. Customers wishing to take advantage of this payment option must fill out the form on the reverse and return it to the City of Patterson. See below for additional information regarding this new service.

How To Begin Using Automatic Utility Bill Pay:

1. Fill out an Authorization for Automatic Payment of Utility Bill (**Located on the back of this Flyer**).
2. Attach a voided check to the application
3. Return the completed form to:
City of Patterson, Utilities
P.O. Box 667
Patterson, CA 95363
4. Be sure to keep a copy for your records

If you have any further questions, please contact the Finance Department at (209) 895-8040.

THANK YOU FOR YOUR PROMPT PAYMENT

Automatic Utility Bill Payment Terms

- Continue to pay your bill as usual until you are notified in writing that the application process has been completed.
- The "Total Amount Due" on your "Bank Draft" bill will be deducted on the 20th of each Month". (Some financial institutions may require an extra day to process your payment).
- We require written notification in our office at least two weeks prior to your "Due Date" to cancel an automatic payment. Please mail notification to City of Patterson, Utilities, PO Box 667, Patterson, CA 95363.
- Once your original application has been processed and is on file, your automatic payment schedule will stay in effect for all current & future addresses until the above cancellation notification is given.
- Automatic payments returned by your financial institution due to insufficient available funds will be treated the same as a returned check and will be subject to a return check charge. In addition, this automatic payment agreement may be subject to immediate cancellation.
- Refusal of payment by your bank may result in delinquency status which could lead to a disconnection of your utility services and all penalties will apply.

CITY OF PATTERSON

Utility Department - Automatic Utility Bill Pay Application

Please return application to: City of Patterson, PO Box 667, Patterson, CA 95363

AUTHORIZATION FOR AUTOMATIC PAYMENT OF UTILITY BILL

I hereby authorize the City of Patterson to initiate debit entries (and, if necessary, credit entries and adjustments for any debit entries in error) to my account(s) listed below. I also authorize the Financial Institution named below to debit and credit the same entries to such account(s).

*****Payment Option only 20th of each Month*****

Financial Institution

Transit/ABA Routing Number*

Account Number

Type of Account

Bank location (address for Financial Institution from front of check):

Checking

PLEASE ATTACH A VOIDED COPY OF YOUR CHECK

1) Transit/ABA routing number is located at the lower left hand corner of your check (usually the first 9 digits). If you are unsure of this number, please check with your financial institution. The Transit/ABA number and bank account number must be exact. (See the diagram to the right.)

Diagram of a check showing the routing number and account number fields. The routing number is located at the bottom left, and the account number is located at the bottom right. The diagram includes labels for 'Routing Number' and 'Account #'. The check also shows 'ANY NAME', 'P.O. Box 0109', 'Patterson, CA 95363', 'Date', 'Pay to the order of', 'ACH RT', and 'MP'.

2) This authorization shall remain in full force and effect until the City of Patterson has received written notification from me of its termination in such time and in such manner as to afford the City of Patterson and the Financial Institution a reasonable opportunity to act on it. I understand that failure to ensure sufficient funds to cover the debit of my account for the amount listed on my utility bill is sufficient cause for termination of this agreement by the City of Patterson Utility Dept. Additional charges will be assessed to my utility account and the City of Patterson may terminate my utility services in such circumstances.

Name (please print)	Social Security # or Driver's License Number	
Mailing Address	Telephone Number	
City, State, Zip Code	Signature	Date

LIST BELOW ALL ACCOUNTS TO BE AUTOMATICALLY DEBITED
(Attach a second page if needed)

City of Patterson Account Number	Service Address
City of Patterson Account Number	Service Address

***Return original to City of Patterson – Keep a copy for your records**