



AUTOMATIC PAYMENTS NO MORE CHECKS TO WRITE *AND IT'S FREE!*

The City of Hughson offers a free optional service to make paying your monthly utility bills more convenient. With Automatic Bill Payment, your recurring utility bills will be paid automatically. This is a free service that eliminates the need for you to write out a check each time a bill is due, and it saves the cost of mailing. Your payment is always made on time, so there are no worries about late payments or late fees, even if you are on vacation.

You will still receive your bill as normal to show you your current charges (it will say PAID BY DRAFT). On or about the ***25th of the month*** the amount shown on your bill will be automatically paid from your checking or savings account.

- Once your original application has been processed and is on file, your automatic payment schedule will stay in effect until a cancellation notification is received in our office.
- Automatic payment returned by your financial institution due to insufficient available funds will be treated the same as a return check and will be subject to a \$25.00 charge for the 1st occurrence. \$35.00 for the 2nd or 3rd occurrence.
- **After 2 (two) non-sufficient funds you will be cancelled from Automatic Bill Payment.** Refusal of payment by your bank may result in delinquency status, which could lead to a termination of your utility status.
- ***We require written notification in our office by the 10th of the current month to cancel an automatic payment.***

To Enroll:

Complete the attached enrollment form and return to the City of Hughson along with a voided check to:

7018 Pines Street or
P.O. Box 9
Hughson, CA 95326
(209) 883-4054

Deduct \$ from checkbook on the 25th of each month/Remember to check statement for amount to deduct



AUTOMATIC BILL PAYMENT APPLICATION

AUTHORIZATION FOR AUTOMATIC PAYMENT OF UTILITY BILL

I hereby authorize the City of Hughson 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).

Financial Institution: _____

Type of Account:

PLEASE ATTACH A VOIDED CHECK

Checking

Savings

This authorization shall remain in full force and effect until the City of Hughson has received written notification from me of its termination in such time and in such manner as to afford the City of Hughson 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 Hughson maybe cause to terminate my utility services in such circumstances.

If you have a question about your bill or wish to cancel the automatic bill payment, you must contact the city no later than 10th of the current billing month.

Name (as shown on bill) Please Print

Daytime phone number

Utility Account Number

Service Address

Utility Account Number

Service Address

Utility Account Number

Service Address

Signature:

Date

If you have more than 3 accounts, please complete another form
Return original to City of Hughson – Keep a copy for your records

For City Use Only

Date Received: _____ Voided Check Attached: _____ Entered into Tyler by: _____

First Month/Year of Payment: _____