



# ENROLLMENT FORM

## AUTOMATIC BILL PAYMENT

All applicants enrolled in automatic bill payment will still receive a monthly statement showing the amount that will be deducted from their account as well as monthly water use.

### Applicant (Please Print):

Name (as shown on your bill): \_\_\_\_\_ Phone: \_\_\_\_\_

Water Account Number: \_\_\_\_\_

Service Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

### Financial Institution Information:

To ensure the correct account number is used for this electronic payment, please include a voided check (not required). If you have any questions regarding financial institution information, please refer to the attached document or contact your financial institution for assistance.

Name of Financial Institution: \_\_\_\_\_

ABA/Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Please check one of the following:

- Checking Account       Savings Account

### Please read the following before signing:

I authorize the City of Mason to deduct my utility bill payment from the checking or savings account listed above. I understand that I control my payments and if at any time I decide to discontinue this payment service I will notify the City of Mason in writing 15 days in advance of the date to discontinue. I understand it may take up to 30 days for Automatic Bill Payment to go into effect and the bill will be deducted from my account **2 business days prior to the due date** (excludes Saturday, Sunday, & holidays). I understand that all information provided will remain confidential. I understand that if my financial institution has insufficient funds or the payment is returned unpaid for any reason, I am responsible for any financial institution fees charged by the financial institution. In addition, all applicable penalties will be applied if not paid by the due date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Logged in System by: \_\_\_\_\_ Date: \_\_\_\_\_



# AUTOMATIC BILL PAYMENT FAQs

## How does Automatic Bill Payment work?

- Complete the authorization form and submit it to the City of Mason. Once the form is received, the City of Mason will withdraw your payment automatically **two business days prior** to the due date (excludes Saturday, Sunday & holidays). Allow 30 days for automatic bill payments to become effective.

## Is there a charge for the service?

- No. The Automatic Bill Payment Plan is offered by the City of Mason free of charge. Most financial institutions do not charge for the service. Contact your financial institution to be sure.

## Can payments be withdrawn from a savings account?

- Yes, however some savings and money market accounts can accept these transactions and some cannot. Contact your financial institution for information about your specific account.

## How will I know the amount of my bill?

- The City of Mason will continue to send your bill as usual before it is due indicating the amount due. Your automatic payment will be reflected on your checking/savings account statement. You may also contact the City of Mason during your billing cycle to inquire about the current amount owed.

## What If I need to make a change?

- If you change your checking/savings account, a new enrollment form will be required. Again, allow 30 days for processing. If you decide to cancel automatic payment, simply write the City of Mason informing us of the decision.

## What If I don't have the money in my account?

- If your bank account has insufficient funds or payment is returned unpaid for any reason, your Financial Institution may charge your account a fee. In addition, all applicable penalties and interest will be applied if not paid by the due date. In the event of a returned payment, electronic resubmission is not available.

## How do I know the numbers to submit?

Bobby Bankrate 123 Bankrate Boulevard New York, NY 10001 555-555-5555		1111
Date: _____		
Pay to the order of: _____ \$ _____		
_____ dollars		
Generic Bank and Trust		
Memo: _____		
:123456789	:10987654321	:1111
ROUTING NUMBER	ACCOUNT NUMBER	CHECK NUMBER

**Resources:** More questions? Please contact our Customer Service Desk at 517.676.9155.