City of Richmond
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# Authorization for Automatic Utility Bill Pay – Checking/Savings Account

**What is Automatic Utility Bill Pay?**

- Automatic Utility Bill Pay allows you to pay your bills automatically by having payments withdrawn directly from your checking or savings account on the 7th of each month.
- You save time by not having to write checks for your bills.
- You save money on postage and bill-paying supplies.
- You no longer have to worry about your payments being lost or not being able to pay your bills when you are out of town.
- Your payments are always on time.

**Enrollment is Easy!**

Simply complete the Authorization for Automatic Utility Bill Pay (below) and mail it with a voided check to ensure accurate processing.

**How Automatic Utility Bill Pay Works:**

You will still receive a monthly bill showing the amount due. You will know the exact amount and the exact date your payment will be deducted from your account. If you have any questions about your bill, you will have ample time to call the City and resolve your concerns.

**TERMS AND CONDITIONS OF AUTHORIZATION**

1. Authorization
To enroll, complete the Authorization for Automatic Utility Bill Pay.
NOTE: To ensure accurate processing, include a voided check for each Authorization.

2. Revocation
This Authorization shall remain in effect until revoked by the customer, City or financial institution. Customer must notify the City to discontinue automatic payment service.

3. Stop Payment
The customer has the right to stop payment of a charge by notifying his/her financial institution in accordance with that institution's guidelines.

Name: _____
Please print name as it appears on your utility bill

Address: _____
Street Address City, State, Zip

Phone: _____ _____
Home Phone Cell Phone

Utility Bill Account Number(s): Please include all accounts to be included on this Automatic Utility Bill Pay.

_____ _____
_____ _____
_____ _____

Financial Institution Information:

Name: _____

Address: _____
Street Address City, State, Zip Phone Number

Routing Number: _____ Account Number: _____

I hereby authorize the City of Richmond to charge the above-referenced account(s) on a monthly basis in the full amount of my utility bill and to make the deduction payable to the City of Richmond. I further understand in the event of two denied payments, the City of Richmond reserves the right to discontinue this payment option. In making this Authorization, I further agree to the Terms and Conditions of Authorization as stated above.

_____ _____
Date Signature

**DID YOU REMEMBER TO INCLUDE A VOIDED CHECK WITH THIS COMPLETED FORM?**