Utility Billing Auto-Pay Form

DATE SUBMITTED: _____

RECEIVED BY: _____

DATE: _____

The City of St. Helena is happy to offer our customers the opportunity to pay their monthly utility bills with our Auto-Pay system.

You can have your water/sewer bill deducted automatically from your Checking or Savings account. You will still receive your regular monthly invoice. Generally funds are deducted from your account 15-20 days after your monthly invoice has been printed. Typically, this is between the 3rd – 7th of the month.

Please complete the form below and return it to City Hall with a copy of a voided check if using a checking account.

ACCOUNT INFORMATION		
Account Name	**Phone**	Utility Account Number
Service Address		Bank Account ☐ Checking ☐ Savings
Bank Name	Bank Account Number	Bank Routing Number

*Please allow up to 10 working days for the City of St. Helena to pre-authorize your bank account.

PLEASE SIGN THE FOLLOWING STATEMENTS AS ACKNOWLEDGED AND REQUIRED BY THIS AGREEMENT

I understand that by signing below I am authorizing the City of St. Helena to automatically deduct from the bank account listed above the monthly balance owed on my water/sewer utility account. The amount of my utility billing account will be deducted 15 – 20 days after my monthly utility bill has been printed unless I notify the City of St. Helena in writing to cancel my automatic deductions.

I understand that in the event my automatic payment is declined for any reason, a returned payment fee of $21.00 will be posted to my utility billing account and I could be removed from the Auto-Pay system.

By signing this form I certify the information provided is accurate and true. Failure to comply with Water and Waste Water System Rules and Regulations or falsifying information subjects water/waste water service to termination and possible criminal prosecution.

PLEASE SUBMIT APPLICATIONS TO:

City of St. Helena: Utility Billing 1088 College Ave. St. Helena, CA 95404	Email: water@cityofsthelena.org Website: www.cityofsthelena.org/water Phone: 707-968-2745

Print Name _____ Signature _____ Date _____