

***AUTOMATIC
BILL
PAYMENT!!***

Why write checks every month...when you can let ***Automatic Bill Payment*** do the work for you!

Advantages Of ***Automatic Bill Payment***

- Saves Time – no more writing checks and stuffing envelopes
- Saves Money – fewer stamps means lesser postage expenses
- Always on time – no worries about late payments, paid on the 25th of every month
- Improves credit – builds a history of on-time payments
- Provides more security – your payments are made electronically

How ***Automatic Bill payment*** Works

- You'll still receive your regular bills, but now they will be paid automatically from of the checking account you designate
- Name on the Utility Account and Bank Account must match
- Process time is approximately 6 – 8 weeks for the 1st bank draft to take effect
- **Continue to pay your bills** until we notify you on your regular bill at the bottom right side of the bill stating "Do Not Pay Auto Bill Pay"
- Proof of payment appears on your bank statement and on your next billing statement

FREQUENTLY ASKED QUESTIONS:

Q. How much will Automatic Bill Payment cost me?

A. Nothing. There is not a fee to use Automatic Bill Payment.

Q. If I pay my bill automatically, how will I know how much it is?

A. We will send a bill statement at least ten days in advance of the bill due date. This statement will inform you of the amount that will be withdrawn from your checking account and the date the transaction will take place. You can also log on to ums.ci.lathrop.ca.us to view your bill online. If you have any questions about a particular bill, call the Finance Department at (209) 941-7320.

Q. How will I be sure that my bills have been paid?

A. Each payment will be clearly identified on your checking account statement that you receive from the bank, savings and loan, or credit union. Additionally, each new billing statement sent to you will reflect that the previous balance was received. Payments are processed on the due date (25th) of each month.



OFFICE USE ONLY:

Account # _____
Entered By: _____
Reviewed By: _____
Date Processed _____

Sign up for: **Automatic Bill Payment**

FIRST NAME _____ MIDDLE _____

LAST NAME _____

SERVICE ADDRESS:

CITY OF LATHROP ACCOUNT NUMBER _____ - _____

DAYTIME PHONE NUMBER (if we have questions about your form)

() _____ - _____

I authorize the City of Lathrop to instruct my bank/savings & loan/credit union to deduct my payment from the checking account listed on the enclosed voided check. 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 Lathrop in writing. I require no additional notices prior to action being taken on the authorization. Payments will be processed on the due date (25th) of each month.

Customer Signature

Date

Please return this form with a "Voided" check or letter from your bank on letterhead confirming the following:

- **Routing Number**
- **Account Number**
- **Account Holder Name must match City of Lathrop Utility Account**

**Return Form to:
City of Lathrop
390 Towne Centre Dr.
Lathrop, CA 95330**

Email: Billing@ci.lathrop.ca.us