

# AUTHORIZATION AND ENROLLMENT FORM

\_\_\_\_\_  
(PLEASE PRINT) Name as it appears on the City utility bill

\_\_\_\_\_  
City utility bill account number

\_\_\_\_\_  
Street address where you receive service

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Name of your bank, savings and loan or credit union

Checking

\_\_\_\_\_  
Your name as shown on financial institution records (Should be the same as on the City utility bill account)

I authorize the City of Santa Maria to deduct funds from my account at the financial institution above to pay my City of Santa Maria utility bills. I understand that I can stop these automatic payments if I notify the City of Santa Maria and/or my financial institution. I also understand that the City of Santa Maria and/or my financial institution can stop my participation in this service if necessary. I understand that should the account not have sufficient funds to cover the deduction there will be an insufficient funds fee charged to my City of Santa Maria utility account.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please attach this form with an original check on which you have written, "void".  
Return to: City of Santa Maria, 110 E. Cook St., Rm. 9, Santa Maria, CA 93454**



# YOU MAY NEVER NEED TO WRITE ANOTHER CHECK FOR YOUR CITY UTILITY BILL

AUTO PAY SERVICE (APS) is a convenient way to pay your City utility bill. With APS, your payment is automatically deducted from your bank account without writing or mailing a check. You will continue to receive a City utility billing statement allowing you time to contact the City with any questions before your payment is made.

## Signing Up Is As Easy As 1-2-3!

1. Fill out the Authorization and Enrollment Form on the reverse side.
2. Write "void" on one of your checks.
3. Send the completed Authorization and Enrollment Form and the voided check to the City with your utility payment.

Continue to pay your City utility bills as usual until you receive a City utility billing statement that states "DO NOT PAY-PAYMENT BY BANK DRAFT". This indicates your financial institution has taken over processing payments for your City utility bill. You are **check-free!**

Want more information?  
**Call us at (805) 925-0951 Extension 2217**