

## How Does Automatic Payment Service Work?

Each billing period you will still receive your utility bill just as you do now. The difference is, with the **Automatic Payment Service**, your bill is paid automatically from your checking account on the due date stated on the bill. You simply deduct the amount from your check register, and you're done. It's that easy!

## Important Notice

Immediately review your bill upon receipt. If you have any questions, call us a **minimum of five business days prior to the due date**, so that we can adjust the amount being debited from your bank account, if necessary. If you contact us **less than 5 business days** prior to the due date and a correction is necessary, we cannot guarantee that the corrected amount will be debited in time.

If your transaction is refused due to NSF, your account will be debited the amount of charges plus a check return fee of \$25.00 and normal collection procedures will occur.

**You must provide a 30-day advanced, written notice to terminate the Automatic Payment Service.**

## To Sign Up For Automatic Payment Service

Complete the application form to the right and enclose it along with...  
A blank check marked "VOID", and return them both with...  
A separate check payment for your current amount due and...  
The remittance portion of your bill...  
...all in the envelope provided with your statement.

**Please do not send a deposit slip.** Allow three to four weeks for your Automatic Payment Service to be activated.

Once you have signed up, and the **Automatic Payment Service** is in effect, your utility billing statement will show a message stating that your bill will be automatically paid on the due date.

**It will take approx 1 billing cycle for this service to be activated. Until that time, please continue to pay any bills you receive by your usual payment method.**

For more information, call  
City of Pismo Beach  
Utility Billing at  
805-773-4655

Office hours:  
8:00 am to 5:00 pm  
Monday thru Friday

## ACH Application City of Pismo Beach

Please sign me up for the City of Pismo Beach's **Automatic Payment Service** for utility billing. I have enclosed: (1) the application, (2) a voided check (3) a check for the current amount due, (4) the remittance portion of my current statement, and I have **signed** the application.

**I understand that it will take approx 1 billing cycle for the service to be activated. I will provide a 30-day advanced, written notification to terminate the Automatic Payment Service.**

\_\_\_\_\_  
Utility Billing Account Number

\_\_\_\_\_  
Name (please print)

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

\_\_\_\_\_  
Telephone (Day)

\_\_\_\_\_  
Telephone (Evening)

\_\_\_\_\_  
Signature (Required)

\_\_\_\_\_  
Date

**Closing Bills stop the ACH procedure and will be paid directly to the City.**

