



# Automatic Payment Agreement

Finance & Information Systems

Effective: October 17, 2011

For your convenience, you can have your monthly utility bill automatically paid from your debit/credit card (VISA, MasterCard, Discover Card only) or your checking account. The City of Brentwood does not charge for this service, however, your credit card issuer or bank may charge you a fee for the transaction.

**Automatic Payments:** Your monthly bill will be charged to your debit/credit card or drafted from your checking account 4 days before your due date. If your scheduled date falls on a weekend or holiday, the transaction will be processed on the following business day.

**Cycle 1 - Payment will be deducted on the 17th of each month for bills due on the 21st of the month.**

**Cycle 2 - Payment will be deducted on the 10th of each month for bills due on the 14th of the month.**

**Cycle 3 - Payment will be deducted on the 4th of each month for bills due on the 7th of the month.**

**Cycle 4 - Payment will be deducted on the 26th of each month for bills due on the last day of the month.**

## SIGN UP FOR AUTOMATIC PAYMENTS

Start Date \_\_\_\_\_ Account No. \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Account Name \_\_\_\_\_

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

I authorize the City of Brentwood to: (Choose One)

Deduct my monthly utility charges from my checking account listed on the enclosed voided check.

Charge my debit/credit card for my monthly utility charges. (**Expired debit/credit card expiration dates may cause your payment to be declined. You must inform the Utility Billing Office of any changes to your debit/credit card information.**)

Signature \_\_\_\_\_ Date \_\_\_\_\_



### Debit/Credit Card Payments

Name as it appears on card: \_\_\_\_\_

Credit card number: \_\_\_\_\_

Credit card mailing address: \_\_\_\_\_

Credit Card City, State and Zip Code: \_\_\_\_\_

Expiration date: \_\_\_\_\_



### Checking Account Drafts\*

\_\_\_\_\_  
ABA# (Bank routing number)

\_\_\_\_\_  
Checking Account Number  
\*Please attach a blank check to this form.  
Be sure to write "VOID" across the check.

- You can update the debit/credit card expiration date by calling Utility Billing and providing the new expiration date.
- A new application form must be submitted to change all other credit card information or your bank information.
- You can submit your completed form by fax to (925) 516-5458 or you can mail or deliver the completed form to Utility Billing, 150 City Park Way, Brentwood, CA 94513.

For questions, please call (925) 516-5415.