

CITY OF STERLING UTILITY BILL AUTOMATIC PAYMENT SERVICE

AUTOMATIC PAYMENT FAST....EASY....CONVENIENT

Let us make your life a little easier! No more mailing bills, no more stamps, no more trips to City Hall, and more importantly, no more worrying about paying your bill on time. You fill out one simple form and we take care of the rest. It really is that easy!

Your account must be at a zero balance before this can be put into effect, so just mail this form and a voided check back with your payment.

Here's how it works:

You authorize the monthly payment to be made from your checking or savings account. Your payment will then be made automatically. You'll still receive a monthly utility bill from the City of Sterling showing the charges to your account. When you receive your utility bill from the City of Sterling, simply deduct your current charges from your checking or savings register. Proof of payment will appear on you bank statement.

The following information is being provided so that you will know how the process works.

- ❖ All information you have provided will remain confidential.
- ❖ If you have a dispute with the total amount due on your bill, call within 5 days of receipt of your utility bill to request the payment stopped.
- ❖ The current charges of your utility bill will be withdrawn from your bank account on the "billing date" shown on the bill.
- ❖ If the automatic payment program is stopped, either for a disputed bill or other reasons, you are responsible for paying the bill as required.
- ❖ If sufficient funds are not available at the time of transfer, an \$18.00 charge will be added to the amount due.
- ❖ You will be permitted only 2 insufficient funds occurrences, after which the City of Sterling may stop your participation in the automatic payment service.
- ❖ The total amount due on your utility bill will be the total amount of the automatic payment transaction from the bank that you have designated. The transaction will not exceed the amount indicated as due.
- ❖ You can stop this service by calling or writing the City of Sterling.
- ❖ If you move, this automatic payment service will stop. If you would like to continue the automatic payment service at your new address, a new form will be required for the account at your new address.

Any questions you may have about our automatic payment service can be directed to the Finance Department, City of Sterling at 970-522-9700

UTILITY BILL AUTOMATIC PAYMENT SERVICE FORM FOLLOWS:



**City of Sterling
Automatic Payment Authorization**

Your Name (Please print as shown on bill) _____

City of Sterling Utility Account Number _____

Service Address _____

Mailing Address _____

City _____ State _____ ZIP _____

Daytime Telephone Number _____

I authorize the City of Sterling and the financial institution named below to process variable entries to my account. I understand this authorization may be revoked by me at any time by notifying the City of Sterling.

Financial Institution _____

Your Account Number _____ Checking Savings

Signature _____

Date _____

Please enclose a voided check.