



## Automatic Payments Authorization Form

NEW APPLICATION

UPDATE APPLICATION

CANCEL APPLICATION

\*Account Name: \_\_\_\_\_

\*Service Address: \_\_\_\_\_ \*Daytime Phone: \_\_\_\_\_

\*Water Account Number(s): \_\_\_\_\_

**I authorize the City of Antioch to deduct funds from the checking account listed below to pay water bills. I understand these automatic payments may be cancelled or changed only if I notify the City of Antioch in writing no later than 72 hours prior to my draft date (due date).**

\*Signature: \_\_\_\_\_ \*Today's Date: \_\_\_\_\_

### AUTOPAY FAQ'S

Q: When will the funds be withdrawn (drafted) from my account?

A: Funds will be withdrawn (drafted) on the due date of your bill.

Q: Can I pay multiple water accounts through AutoPay?

A: Yes, simply include all the water account numbers on the form.

Q: What if a payment is rejected?

A: Payments may be rejected by your financial institution for any reason. We reserve the right to charge a minimum \$50.00 fee for each returned item on your next statement. If your payment is rejected more than once in a 12-month period, your enrollment in AutoPay will be cancelled.

Q: How do I change or cancel participation in this program or what if my banking information changes?

A: Submit a new form and select UPDATE or CANCEL and complete the full form.

**Bank information must be in account holder's name only.**

**All changes or cancellations must be received in writing at least 72 hours prior to your draft date.**

Please attach an original or photocopy of a voided check from your checking account. Temporary checks and deposit slips cannot be accepted. Return by fax (925-779-7054), email (service@antiochca.gov), or in person.

**PLACE VOIDED CHECK HERE**