



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Q: When will the funds be withdrawn (drafted) from my account?

A: Funds will be withdrawn (drafted) on the due date of your bill.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

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.

