



# CITY of CLOVIS

1033 FIFTH STREET • CLOVIS, CA 93612

## Tired of Writing Checks and Paying Postage??

The City of Clovis is now offering a free optional service that could make paying your city utility bill more convenient. With Automatic Bill Payment, your recurring utility bills will be paid automatically. This is a free service that eliminates the need for you to write out a check each time a bill is due and saves the cost of postage for mailing your check to the city. Your payment is always made on time, so there are no worries about late payments or late fees, even if you are on vacation.

You will receive a “memorandum bill” showing your consumption and charges. On or about the 20th of the month after you receive your bill, the amount shown on the bill will be automatically paid from your checking account. Your payment will be clearly itemized on your monthly bank statement. If you have a question about your bill or wish to cancel the automatic bill payment, you must contact the city **no later than fifteen days after the “billing date” on your utility statement.**

To enroll for this free service, simply complete the lower portion of this form, detach and return it along with a voided check (to show your bank account codes) to City of Clovis, 1033 Fifth St, Clovis, CA 93612.

Please allow 2-3 billing cycles to process your account. Please continue to pay until notification is made on your bill. If you have further questions concerning the automatic bill payment service, please call (559) 324-2130. Did we mention automatic bill payment service is free?

### Detach and return

#### **Automatic Bill Payment Authorization**

I authorize the City of Clovis to instruct my bank/savings and loan/credit union to deduct my payments from the checking account number on the enclosed voided check. I understand that I control my payments, and if at any time I decide to discontinue this payment service, I will notify the city. I require no additional notices prior to action being taken on this authorization.

(Please Print)

Name (as shown on bill): \_\_\_\_\_ Date: \_\_\_\_\_

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

Utility Account Number: \_\_\_\_\_

Daytime Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_