



CITY OF PICO RIVERA WATER DEPARTMENT
DIRECT DEBIT PAYMENT

The City of Pico Rivera Water Department is pleased to offer you a new service – the Direct Debit Payment Plan. Now you can have your water payment deducted automatically from your checking account. And, you can continue with your present banking relationship while taking advantage of this service.

The Direct Debit Payment Plan will help you in several ways:

- It saves time – fewer checks to write.
• Helps meet your commitment in a convenient and timely manner – even if you're on vacation or out of town.
• No lost or misplaced statements, your payment is always on time.
• It saves postage.
• It's easy to sign up for, easy to cancel.

Here's how the Direct Debit Payment Plan works:

You authorize regularly scheduled payments to be made from your checking account. Then, just sit back and relax. Your payments will be automatically deducted from your banking account for each billing period. The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. The Direct Debit Payment Plan is dependable, flexible, convenient and easy.

To take advantage of this service:

1. Complete and sign the attached authorization form (one for each account).
2. Attach a voided check for verification of all financial institution information. Copies of deposit slips cannot be accepted.

Please allow up to four weeks for your request to be processed. Continue making payments until notified of established service.

AUTHORIZATION FOR DIRECT DEBIT PAYMENT

Name: _____ Phone Number: _____
Service Address: _____ Water Account Number: _____
Financial Institution Name: _____
Financial Institution Routing Number: _____ Account Number: _____

I hereby authorize the City of Pico Rivera and the financial institution above to debit my account electronically each payment period. This authority will remain in effect until I issue written notice to cancel participation.

Signature (Required) _____ Date (Required) _____

ATTACH A VOIDED CHECK HERE (Mail completed form to: P. O. Box 1142, Pico Rivera, CA 90660)

Form for voided check with fields for Name, Address, City, State, Payment Order, Memo, Routing Number, and Account Number.

CITY USE ONLY

Entered By _____
Date Entered _____
Verified By _____
Date Verified _____
Effective Date _____