



City of Grass Valley Automatic Payment Authorization Form

1. Name on the Account: _____
2. Customer Number/Account Number: _____
3. Service Address: _____
4. Name of the bank from which billing amount will be withdrawn: _____
5. Type of Bank Account: Checking Savings
6. Bank Transit Routing Number (nine digits): ___ - ___ - ___ - ___ - ___ - ___ - ___ - ___ - ___
7. Bank Account Number: _____
8. Name(s) that appears on bank account or statement: _____
9. Earliest date that first automatic withdrawal can take place: ____ - ____ - ____

Attach a **voided check for checking account** or **deposit slip for savings account** listed above

I authorize the City of Grass Valley to withdraw from the account listed above, my bi-monthly amount due for water and/or wastewater services as of the date specified above.

Signature

Date Signed

Printed Name

Instructions:

- Fill in the information regarding your water and/or wastewater account in boxes 1 through 3
- Fill in the information regarding the bank account you are going to use to pay your monthly water and/or wastewater bill in boxes 4 through 8
- Tell us the earliest date (in section 9) that automatic payments can begin to be debited from your bank account
- Sign, date and print the name of the person who signed at the bottom of the form
- **Attach a voided check for checking account or deposit slip for savings account**

**Return completed form and
VOIDED CHECK for checking or
DEPOSIT SLIP for savings to:**

City of Grass Valley
125 East Main Street
Grass Valley, CA 95945

Fax | Email to:
(530) 274-4399 | info@cityofgrassvalley.com

Information about automatic payment of your utility bill:

When your utility bill is going to be paid by automatic payment from your bank account, you will receive a bill stating that the amount will be deducted from your account on the due date. The payment will display as City of Grass Valley on your bank account. If you have any questions, please contact us at the phone number listed at the bottom of this form.



City of Grass Valley Water & Sewer Utility Automatic Payment Authorization Form

AutoPay Terms & Conditions

When enrolled in AutoPay, your bank account will be debited each month automatically. The total amount due will be applied to your water/sewer utility account on the due date. If the transaction is returned by your financial institution for any reason, return check charges may apply. After two late payments or insufficient funds, you will automatically be un-enrolled from AutoPay.

At any time, you can view your bill online and if you need to edit or cancel the pending payment you can do so by contacting our customer service team. Your billing statements will be made available to you electronically and will not be sent in paper format via US Mail.

It is your responsibility to ensure that City of Grass Valley has your current email address in order to communicate with you about your account. **If you need to change your email on record you may log in to the online portal and change it on the "Your Account" page under change username.** If email is returned as "undeliverable", this in no way releases the account holder of record of responsibility for payment.

You may request that the AutoPay service be discontinued at any time by calling our customer service team at (530) 274-4350 | info@cityofgrassvalley.com. If there are pending payments at the time the account is un-enrolled, you will not be able to cancel the payment.

Your personal information will not be sold or distributed without your consent. Please reference the Privacy Policy for more information.

Signature Date Signed

Date Signed

Printed Name of Above Signature

Date Signed