Authorization Form

The authorization form, which is provided on the reverse side, gives the City and your financial institution authority to pay your bills from your checking account.

Simply complete the form in order to take advantage of the service.

All you need to do is:

1. **Mark** the box to indicate if this is a new authorization request or a change in your financial institution account number.
2. **Fill in** today's date, your name, and your financial institution's name and location. Include the Co-Applicant's name if it is a joint account.
3. **Attach** a voided personal check for verification of all financial institution information.

NOTE: Be sure to sign the form!

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City of Bellevue
Customer Service
450 110th Ave. NE
PO Box 90011
Bellevue, WA 98009-9011

Bellevue Utilities

AUTOMATED Utility Bill Payment Option

Automated Utility Bill Payment is . . .

- **Convenient**
  Replaces writing checks and mailing your utility bill payments.
- **A Money and Paper Saver**
  Eliminates postage, checks, and envelopes.
- **Reliable**
  Your bills are always paid on time even if you forget, are away on vacation, or sick.
- **Safe**
  Prevents payments from being lost or stolen in the mail.

So what's the catch?

There is none! Turn the page to learn how you can save time and money by completing the simple, attached enrollment card.

What is Automated Utility Bill Payment?

Automated Utility Bill Payment is a service that automatically pays your utilities bill from your checking account without the use of paper checks.

You now have four options to pay your bills:

1. Write a check and mail or deliver it to the City.
2. Pay your bill online at MyUtilityBill.bellevuewa.gov.
3. Pay your bill through *MyUtilityBill By Phone* at 425-452-6979.
4. Set up Automated Utility Bill Payment.

Rather than writing paper checks and mailing them, you can simply and safely have your utilities bill paid automatically. No waiting in line to buy stamps, no paper waste with envelopes and checks, no check charges, and no worrying about late payments.

After signing up for the payment service, you will still receive a utilities statement, showing the detail of your usage and charges. You can review and record the amount that will be automatically deducted.

Once your authorization is received, the information will be added to your account. The next time your account bills, the payment will be set to draw automatically on the bill due date.

For questions, please contact a customer service representative at: 425-452-6973.

Question & Answers

Q. *Why do I need Automated Utility Bill Payment?*

A. More than 50 billion paper checks are processed each year. Each check progresses through a complex and time consuming maze.

Today, money can be more safely and accurately transferred electronically through the Automated Clearing House system we are providing as an option.

Q. *How does Automated Bill Payment work?*

A. You complete and submit the enrollment form, authorizing the bank to make utility payments for you by electronically debiting your checking account. On the selected date, the electronic payment is made from your account.

Q. *What if I've started this program and want to drop it in the future?*

A. You may cancel your Automated Bill Payment Authorization at any time by notifying us at 425-452-6973.

Our mailing address is:

Utilities Customer Service
PO Box 90011
Bellevue, WA 98009-9011

AUTHORIZATION FOR AUTOMATED UTILITY BILL PAYMENT

I authorize you and the financial institution listed below to automatically debit my checking account each billing period until I notify you otherwise. Funds will be drawn on the due date of the bill – 30 days after billing.

❑ New Request ❑ Change in Request

Date _____

Financial Institution _____

City _____ State _____ Zip _____

Checking Account Number _____

Service Address _____

Utilities Account # _____

Name (Please Print) _____

Signature _____

Staple a voided personal check here