

CITY OF STERLING UTILITY BILL AUTOMATIC PAYMENT SERVICE

Please print and complete the enclosed form and attach a voided check from the checking or savings account you wish to use. Your utility bill will start being paid automatically as early as next month. However, until you receive notification that the automatic payment service is set up, please continue to pay your bills in the normal way.

Here's how it works:

You authorize the monthly payment to be made from your checking or savings account. Your payment will then be made automatically. You'll still receive a monthly utility bill from the City of Sterling, showing the charges to your account. When you receive your utility bill from the City of Sterling, simply deduct your current charges from your checking or savings register. Proof of payment will appear on your bank statement.

The following information is being provided so that you will know how the process works.

- ◆ All information you have provided will remain confidential.
- ◆ If you have a dispute with the total amount due on your bill, call within 5 days of receipt of your utility bill to request the payment stopped.
- ◆ The current charges of your utility bill will be withdrawn from your bank account 20 days from the "billing date" shown on the bill.
- ◆ If the automatic payment program is stopped, either for a disputed bill or other reasons, you are responsible for paying the bill as required.
- ◆ If sufficient funds are not available at the time of transfer, an eighteen-dollar (\$18.00) charge will be added to the amount due.
- ◆ You will be permitted only 2 insufficient funds occurrences, after which the City of Sterling may stop your participation in the automatic payment service.
- ◆ The total amount due on your utility bill will be the total amount of the automatic payment transaction from the bank that you have designated. The transaction will not exceed the amount indicated as due.
- ◆ You can stop this service by calling or writing the City of Sterling.
- ◆ If you move, this automatic payment service will stop. If you would like to continue the automatic payment service at your new address, a new form will be required for the account at your new address.

Any questions you may have about our automatic payment service can be directed to the Finance Department, City of Sterling, 970-522-9700.

Thank you.

**CITY OF STERLING
UTILITY BILL AUTOMATIC PAYMENT SERVICE FORM FOLLOWS:**



City of Sterling Automatic Payment Authorization

Your Name (Please print as shown on bill) _____

City of Sterling Utility Account Number _____

Service Address _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime Telephone Number _____

I authorize the City of Sterling and the financial institution named below to process variable entries to my account. I understand this authorization may be revoked by me at any time by notifying the City of Sterling.

Financial Institution _____

Your Account Number _____ Checking Savings

Signature _____

Date _____

Please fill out and sign the form and return to the City of Sterling along with a voided check. Mail to:

**City of Sterling
Finance Office
PO Box 4000
Sterling, CO 80751**