

# CITY OF CALISTOGA

1232 Washington Street • Calistoga, CA 94515  
Telephone 707-942-2801 • Fax 707-942-2831  
E-Mail: [utilitybilling@ci.calistoga.ca.us](mailto:utilitybilling@ci.calistoga.ca.us)



## **APPLICATION FOR AUTO-PAY** **CITY WATER/WASTEWATER BILLS**

With this system, you can have your water/wastewater bill deducted automatically from your Checking or Savings Account. You will still receive your bill in the mail and have an opportunity to review it. The City will automatically deduct your Outstanding Balance from your account on the 20<sup>th</sup> of the month following the billing date.

If you are interested in signing up for this program, please fill out the information below and return it to City Hall at 1232 Washington Street.

Customer Name: \_\_\_\_\_

Day Phone Number: \_\_\_\_\_

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

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

Bank Name: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

ABA Number\*: \_\_\_\_\_

\*This is the 9-digit routing number at the bottom of your check starting from the left-hand side.

Checking  or Savings

**(Please attach a voided check if this is a checking account)**

I understand that by signing below I authorize the City of Calistoga to automatically deduct from my chosen bank account the balance owed on my water/wastewater bill. The amount of my water/wastewater bill will be deducted on the 20<sup>th</sup> of the month following the billing date of each billing unless I notify the City of Calistoga in writing to cancel my automatic deductions.

\_\_\_\_\_  
Signature of Customer

\_\_\_\_\_  
Date

Please allow 10 working days for the City of Calistoga to pre-authorize your bank account. If you have any questions please contact us at the numbers or e-mails above.



The City of Calistoga is now able to offer our customers the opportunity to pay utility bills with an Auto-pay system at no additional cost

You can sign up for a City Utility payment to be deducted automatically from your Checking or Savings account on the 20<sup>th</sup> of the month. Using Auto-pay you would **eliminate the hassle of writing checks, mailing, the possibility of lost checks or late fees.**

These types of electronic payments are a service offered by most banks and becoming more and more common in paying monthly bills. This service is **safe and secure with your banking information protected.** That is why the City would like to offer the program to you as a convenience at no additional cost to you from the City (Check with your Bank for any fee they may charge for service).

You will still receive your utility bills in the mail and will be able to review them prior to the automatic deduction on the 20<sup>th</sup> of the month. If you have questions about your bill or dispute the amount owed, you can contact the City. You can cancel the automatic deduction at any time in writing.

**If you are interested in signing up for the Auto-Pay please fill out the application on the reverse side and mail or drop it off at City Hall.**

- **To sign up for a deduction of this billing, we must receive your signed application with a cancelled check.**
- **Please complete the application and mail it with this months payment for the automatic deduction to start next billing.**

Please feel free to contact us at 707-942-2801 or e-mail [utilitybilling@ci.calistoga.ca.us](mailto:utilitybilling@ci.calistoga.ca.us) if you have any questions about signing up for this new service.