



Announcing Automatic Payment Service from the City of Santa Barbara Water Billing Office

Introducing the City of Santa Barbara Water Billing Office Automatic Payment Service (direct payment). It is a convenient, efficient service that saves you time and money. Now your monthly water payment can be automatically deducted from your checking account.

deductions will start within 30 days.

Automatic Payment is convenient!

No more writing checks or buying stamps.

Automatic Payment is reliable!

Your bill gets paid no matter what. You still receive your monthly water bill twenty (20) days in advance showing the amount to be deducted from your checking account.

And....Automatic Payment is free!

There is no charge from the City's Water Billing Office to participate in the Automatic Payment Service.



Please fill out, cut on dotted line and return lower section.



Location:

City Hall
Main Floor
De La Guerra Plaza

Telephone:

(805) 564-5343

Mailing Address:

Finance Department
Billing/Collections
P.O. Box 1990
Santa Barbara, CA 93102

Automatic Payment Service

Automatic Payment Service Question and Answers

Please retain this section for your files;
this is your record of enrollment in
Automatic Payment Service.

How does Automatic Payment Service Work?

After enrollment in Automatic Payment Service (direct payment) you'll still continue to receive your itemized monthly water bill. Twenty (20) days from the date of your water bill, your checking account will be automatically debited for all charges shown on your bill. Of course, you can still call the Water Billing Office if you ever have questions about your bill.

Who is eligible to be part of Automatic Payment Service?

Automatic Payment Service is open to all residential and business customers billed by the Water Billing Office. Your account must be in good standing without any existing special payment arrangements, and no more than one returned check within the last twelve (12) month period.

What does it cost me to be part of Automatic Payment Service?

There is no charge from the City's Water Billing Office to participate. However, some financial institutions may charge a fee for electronic fund transfers. Ask your bank regarding any possible fees.

After I'm enrolled, how do I change information on my Automatic Payment Service?

Call the Water Billing Office at (805) 564-5343 to notify us of changes (bank account information, address, etc.). Inaccurate information may result in payments being refused by your financial institution. The City's Water Billing Office will not be responsible for losses which result from inaccurate information or failure to provide us with timely notification of changes.

What happens in the event of a rejected payment?

Payments may be rejected by your financial institution because of insufficient funds, closed/unauthorized accounts or other reasons. Check with your financial institution for possible fees it may impose. If your payment is rejected, the Water Billing Office will charge you a \$10.00 processing fee on your next water bill. The Water Billing Office reserves the right to terminate your participation in Automatic Payment Service if your payment is rejected more than once within a twelve (12) month period.

How do I stop being a part of Automatic Payment Service?

You may cancel your participation at any time by calling the Water Billing Office at (805) 564-5343. Termination will become effective within fifteen (15) working days after we receive your notification.

Please fill out, cut on dotted line and return lower section with voided check.



Yes, I want to sign up for Automatic Payment Service!
Enclosed are:

1. Completed application
2. Voided check (Please, no temporary checks)

Name (please print name as it appears on your water bill)

Service address (please print)

City State Zip

Telephone Number (Daytime)

Your water bill account number (as it appears on your water bill)

Financial Institution (please print)

Routing and Transit Number, plus Checking Account Number (all the numbers at the bottom of your check) and attach a voided check.

Automatic Payment Service Application and Agreement

I hereby authorize the City of Santa Barbara Water Billing Office and the financial institution I've indicated to automatically deduct from my checking account all future payments for my water bills.

I understand that both the Water Billing Office and my financial institution reserve the right to terminate this authorization and my participation therein. If I choose to terminate this authorization, I will immediately notify the Water Billing Office.

Print Name

Signature

Date

(Signature must match name on check.) Note: Signature is mandatory to be enrolled in Automatic Payment Service.