



City of Westminster

FINANCE DEPARTMENT

AUTOMATIC PAYMENT APPLICATION

What is Automatic Payment?

Automatic Payment is a service that allows you to have your water bill paid automatically from your checking or savings account, however, some financial institutions may charge for automatic payments. Ask your bank about possible fees.

How much does Auto Pay cost?

There is no charge from the City of Westminster to have your utility bill paid automatically from a checking or savings account.

How do I sign up for Auto Pay?

Complete the authorization form below. Return the completed and signed form with a voided check, if paying from a checking account, or a deposit slip if paying from a savings account, to the address shown below.

Who is eligible to participate?

The Automatic Payment program is open to all water customers of the City of Westminster whose accounts are in good standing.

Can I select the date on which the bill is paid?

No, your billing cycle will remain the same. Your bank account will be debited on the date shown on the bill.

How will I know how much is being deducted from my account?

You will continue to receive a water bill. The Automatic Payment bill will remind you not to mail a payment and it will show the total dollar amount and date your account will be debited.

What if I don't agree with the amount charged on the water bill?

If for any reason you dispute your billing, you may contact the City prior to the bill's due date to resolve it before the payment is withdrawn.

What if a payment is rejected?

Financial institutions may reject payments for insufficient funds, closed accounts or other reasons. If your payment is rejected for any reason, the City reserves the right to charge a \$55.00 processing fee on your next bill. The City of Westminster also reserves the right to discontinue your participation in the Automatic Payment program if your payment is rejected more than once in a twelve-month period. Your financial institution may also charge fees for rejected payments.

When will Auto Pay become effective?

It may take one or two billing periods to activate Auto Pay. Please continue to mail your payments until you receive a bill that says, "Do not mail your payment".

How do I discontinue participation in the program?

Simply call the City of Westminster (714) 894-3796 and notify us that you would like to terminate Automatic Payment. Termination will become effective within 72 hours after receiving your notification.

If you have questions about Automatic Payment, please call the City of Westminster Water Department at (714) 894-3796.

Sign me up for Automatic Payments!

Name on Water Account

Financial Institution (bank, credit union, etc.)

Service Address

Financial Institution ABA routing/transit number (9 digits)

Water Bill Account Number*

Circle one: Checking Savings

Phone Number

Checking or Savings Account Number

I authorize the City of Westminster and my financial institution to automatically deduct from the above account all future payments for my water bills. The City may initiate a direct charge to my account for the total amount due. I understand this authorization is to remain in full force until the City of Westminster has received notification of its termination, at least 72 hours in advance of the next scheduled payment. I understand the City of Westminster may discontinue my participation in this service, if necessary.

Signature

Date

Mail this completed and signed form **with a voided check**, if paying from a checking account or savings account, with your next payment. You may also mail the information separately to:
City of Westminster • PO Box 727 • Westminster • CA • 92683.

*Please complete an application for each utility account.