



City of Visalia

Automatic Payment Authorization Form

☐ ENROLL ☐ UPDATE ☐ STOP

1. Name on Utility Billing Account:

2. Utility Billing Customer Number/Account Number:

3. Utility Service Address:

4. Name of the bank from which billing amount will be withdrawn:

5. Type of Bank Account: ☐ Checking ☐ Savings

6. Bank Routing Number (nine digits between #symbols #):

__-__-__-__-__-__-__-__-__

7. Bank Account Number (number ends with # symbol):

8. Name (s) that appears on bank account check or statement:

9. Earliest date that first automatic withdrawal can take place:

MM / DD / YYYY

Attach a voided check for the checking or savings account listed above

Use this image sample to locate the routing and account numbers on your check. **Carefully enter and verify your information above.** In some cases the order of the checking account number and the check number is reversed. Do not enter your check number on this form. Contact your bank for clarification if unsure. Incorrect bank information will cause a \$25 return item fee on the City Utility account.

This service will attempt to withdraw funds using an ACH transaction, please verify your bank is qualified to process transactions via the ACH system. Otherwise a \$25 return item fee will be applied to the account.

I authorize the City of Visalia to withdraw from the account listed above, my monthly amount due for Utility Services as of the date specified above.

Signature

Date Signed

Printed Name

☞ Please also review, sign and include agreement on page 2 (or back-side of this page) ☜

Return completed form and voided check to:

City of Visalia
336 N Ben Maddox Way
Visalia, CA 93292
Email: Visalia.support@gwfathom.com
Or fax to: (559) 713-4818

Information about automatic payment of your utility bill:

When your utility bill is going to be paid by automatic payment from your bank account, you will receive a bill stating the amount that will be deducted from your bank account on the due date. The payment will display as Utility Payment on your bank account. If you have any questions, please contact us by phone at 1(855) 203-1315.

Auto Pay Terms & Conditions

When enrolled in Auto Pay, your bank account will be debited each month, automatically on your billing due date. The total amount due will be applied to your utility account. If the transaction is returned by your financial institution for any reason, return payment charges may apply. After two returned payments or insufficient funds, you will automatically be un-enrolled from Auto Pay. You can view your bill at any time online and if you need to edit or cancel the pending payment, you can do so by contacting our Customer Care team at 1-855-203-1315. Your billing statement will continue to be sent to you via whatever format you have selected; electronically with eBills or in paper format delivered to the mailing address on file via the US Mail.

You may request that the Auto Pay (ACH) service be discontinued at any time by calling our customer care department at 1-855-203-1315. If there are pending payments at the time the account is un-enrolled, you will not be able to cancel that payment.

Your personal information will not be sold or distributed without your consent. Please reference the Privacy Policy for more information.

Email Address

Signature

Date Signed

Printed Name of Above Signature