

Auto Pay Direct Debit Enrollment Form

Please complete this form to enroll in Auto Pay and return it with your next payment. Please attach a blank check with "VOID" written across the face of the check. Continue to make your payments until your bill states "Auto Pay".

City of La Verne Account Number

Bank Account Number

Financial Institution Name

Name

Service Address

Daytime phone number

Signature

Date

Auto Pay Authorization:

I hereby authorize the City of La Verne to deduct funds from my account at the financial institution listed on my water/sewer bill. City of La Verne will initiate a direct debit for the total amount due. I understand that authorization is to remain in effect the City of the La Verne has received written notification of its termination, which must be at least 15 days in advance of the next scheduled payment. I also understand that the City of La Verne may stop my participation in the service if necessary.

Eligibility

Auto Pay is open to all Municipal Service accounts billed by the City of La Verne that meet the following conditions: Your account must be in good standing and not subject to existing payment arrangements or extensions. You may have no more than one returned check within the last 12 months.

Rejected Payments

What happens if my payment is rejected? 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, your utility account will be assessed a return item fee. City of La Verne reserves the right to terminate your participation in Auto Pay if your payment is rejected more than once within 12 months.

Cancel Auto Pay

You may cancel your participation at any time by contacting Customer Service at (909) 596-8744. Once cancelled, any amount owed will immediately become due.

Customer Payment Options

For your convenience we offer many options to pay your bill; mail, online at www.cityoflaverne.org, credit card or in the night drop box. All payments made after 5pm are processed the next business day.



City of La Verne
3660 D Street
La Verne, CA 9051