



# AUTHORIZATION FOR AUTOMATIC PAYMENTS OF CITY UTILITY BILL (Autopay)

**New Request** \_\_\_ **Change** \_\_\_

This method of payment pays your utility bill by debiting your bank account. After signing up for this payment option, you will no longer receive a utility bill unless requested. The payment will be deducted from your bank account on the 15<sup>th</sup> of each month. The first month there will be a \$0 file sent to your bank to verify the account information. The first debit will take place the following month.

If you do not have sufficient funds in your account to pay your bill, your account will be charged a \$20 NSF fee and we reserve the right to discontinue your autopay. You may cancel your autopay authorization by submitting an autopay cancellation form by the 5<sup>th</sup> of the month.

Utility Account Number: \_\_\_\_\_ Customer Number: C-\_\_\_\_\_

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

Name of Co-Applicant (if joint acct): \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_ Check if you want to **continue** to receive a paper copy of your monthly utility bill

I hereby authorize the City of Mount Vernon to automatically withdraw funds from my \_\_\_checking\_\_\_ savings account (select one) to pay my utility bills directly to the City of Mount Vernon. I require no additional notices prior to action being taken on this authorization.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please attach a voided check or bank authorization letter with account information and send to:**

City of Mount Vernon Utilities  
PO Box 809  
Mount Vernon, WA 98273  
or  
[mvfinance@mountvernonwa.gov](mailto:mvfinance@mountvernonwa.gov)

Questions? Please call the Utilities Department at 360-336-6218

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Pre-notification Date: \_\_\_\_\_

First Payment Date: \_\_\_\_\_ Notes: \_\_\_\_\_