AutoPay

The easier way to pay your utility bill

GILBERT ARIZONA

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Town of Gilbert Utilities Department

90 East Civic Center Drive
Gilbert, AZ 85296

Phone: (480) 503-6800
Fax: (480) 503-6829

www.gilbertaz.gov/utilities

AutoPay AUTHORIZATION AGREEMENT FOR PREARRANGED PAYMENTS (ACH DEBITS)

Please include a voided check with this form.

COMPANY NAME: **Town of Gilbert Utility Department**
I (we) hereby authorize the **Town of Gilbert** to initiate debit entries to my checking account.

NAME OF BANK _____

BANK ROUTING # _____ BANK ACCOUNT # _____

This authority is to remain in full force until the Town of Gilbert and DEPOSITORY have received written notification from me (or either of us) of its termination in such time and in such manner as to afford the Town of Gilbert and DEPOSITORY a reasonable opportunity to act on it. I (or either of us) have the right to stop payment of a debit entry by notification to DEPOSITORY at such time to afford DEPOSITORY a reasonable opportunity to act on it prior to charging account. After account has been charged, I have the right to have the amount of the erroneous debit immediately credited to my account by DEPOSITORY, provided I (we) send written notice of such debit entry in error to DEPOSITORY within 15 days following the issuance of the account statement or 45 days after posting, whichever occurs first.

NAME(S) _____ UTILITY ACCOUNT # _____ DATE _____

SERVICE ADDRESS _____

SIGNED X _____ EMAIL _____

Please enclose the above form with a **voided check** to: **Town of Gilbert Utility Department, 90 E. Civic Center Drive, Gilbert, AZ 85296**
FAX: (480) 503-6829 EMAIL: utilities@gilbertaz.gov

The Town of Gilbert offers an automatic payment plan that provides you the convenience of having your utility bill paid directly by your financial institution at no cost to you; it's called AutoPay.

How does AutoPay work?

With AutoPay, your financial institution withdraws the payment automatically each month from your checking or savings account.

You will continue to receive your statements by mail. It will identify you as an AutoPay customer. Your payment will be deducted from your checking or savings account on or after your due date.

How will AutoPay benefit me?

Becoming an AutoPay customer means you will have one less check to write each month; your account will be paid automatically. You will no longer need to be concerned with mailing or delivering your payment in person.

What should I do if my bank account number changes or I change financial institutions?

Simply contact the Utility department at (480) 503-6800 to request a new enrollment form. Or visit our website at **www.gilbertaz.gov/utilities**.

Can I become ineligible for this program?

If your financial institution returns two payment requests as a result of non-sufficient funds within a 12 month period, you will become ineligible for AutoPay.

May I discontinue this service?

You can cancel your AutoPay authorization at any time by emailing our Utility Department at **utilities@gilbertaz.gov**. Please allow for reasonable processing time.

How can I enroll in AutoPay?

Simply complete the enrollment form on the backside of this flyer. Your enrollment form and voided check can be mailed or delivered to the Town of Gilbert:

90 East Civic Center Drive
Gilbert, AZ 85296

Or you can fax the documents to
(480) 503-6829

Do not return this form with your payment.

For more information, please contact our Utility Department at **(480) 503-6800**

To request a new enrollment form, contact the Utility Department.
Or for faster service visit our website **www.gilbertaz.gov/utilities** to download an enrollment form.