

AUTOMATIC PAYMENT SERVICE



Automatic Payment Service makes paying your water and sewer bill even easier. By enrolling in this reliable service your bill will be paid automatically on your due date each billing period.

- ✓ **NO** checks to write!
- ✓ **NO** stamp for the return payment!
- ✓ **NO** phone call to make!
- ✓ **NO** worry about unpaid bills during vacations!

This convenient service can save you time and money!



How Does It Work? Each billing period you will still receive your water and sewer billing statement, just as you do now. The difference is, with **AUTOMATIC PAYMENT SERVICE** your bill is paid automatically from your checking account on the bill due date. You simply deduct the amount from your check register, and you are done. It's that easy! The 15-day grace period gives you plenty of time to review your water and sewer bill in case you have any billing questions, before any payment is withdrawn from your checking account.

**TO SIGN UP FOR
AUTOMATIC PAYMENT
SERVICE:**

1. Complete the application form below, and enclose it along with;
2. a blank check marked "**VOID**", and return them both with;
3. a separate check payment for your current amount due, and;
4. your water bill (return portion).

Once the Public Utilities Department receives your application we will process it immediately. Any outstanding balance will be deducted at that time. Subsequent deductions will be processed on your due date each billing period.

Please do not send a deposit slip. Allow approximately 3 to 4 weeks for Automatic Payment Service to be activated. Once you have signed up, and the **AUTOMATIC PAYMENT SERVICE** is in effect for you, your water and sewer billing statement will show a message stating that your bill will be automatically paid on the due date. Until that time, please continue to pay any bills you receive by your usual payment method.

If you need more information, please call our Customer Care Center:
(619) 515-3500, Monday through Friday, 7:30 a.m. to 5:00 p.m.

The City of San Diego Public Utilities Department • P.O. Box 129020, San Diego, CA 92112-9020

AUTOMATIC PAYMENT SERVICE APPLICATION



Please sign me up for the City of San Diego Public Utilities Department's Automatic Payment Program, I have enclosed (1) the application, (2) a **voided check**, as shown below, (3) a check for the current amount due, (4) water bill (return portion), and I have **signed** the application. **Allow approximately 3 to 4 weeks for account to be activated.**

Name: (Please print) _____

Service Address: _____



Utility Bill Account No: _____

Telephone: Day () _____ Evening () _____

Signature: (Required) _____ Date: _____

(For additional accounts, please see other side)



The City of San Diego Public Utilities Department

If you wish additional water and sewer accounts to be paid automatically from your checking account, please provide the following information:

Name (As it appears on Water Bill)

Name (As it appears on Water Bill)

Service Address

Service Address

Zip Code

Zip Code

Account Number

Account Number



Printed on recycled paper

This information is available in alternative formats upon request.

The City of San Diego Public Utilities Department



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HAS a RELIABLE
EASY way...
...FOR YOU TO PAY YOUR WATER
& SEWER BILL!