



# Utility Auto Pay Authorization

## ***Here's How It Works:***

Customers fill out the form below to authorize a regularly scheduled payment from their checking or savings account. Customers will still receive a utility bill showing how much will be deducted from the account. The payment will be automatically transferred from the customer's bank account on the bill's due date. Proof of payment will appear on bank statements.

The program can take 15 days to go into effect for each participant. Customers should continue paying utility bills using their customary method of cash, check or credit card, until receiving the following notice on the bill: "Autopay"

I authorize the City of Cannon Beach to deduct funds from my account at the financial institution named below to pay my Cannon Beach utility bills. This authority will remain in effect until Cannon Beach receives notification to terminate authorization. I also understand that the City of Cannon Beach and/or my financial institution can also stop my participation in this service, if necessary.

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Name on utility account

Account Number

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Address where you receive service

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Your name as shown on financial institution records

Daytime Phone#

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Name of your bank, savings and loan or credit union

(please circle) Checking/Savings

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Bank Routing number

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Bank Account number

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Signature

Date

**ATTACH VOIDED CHECK**

Mail to: **CITY OF CANNON BEACH, PO BOX 368, CANNON BEACH, OR 97110**

Questions? Call (503) 436-8057