

**AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS
(ACH DEBITS)**

The City of Daly City - Utility Billing Division is pleased to announce that **Direct Debit Payment Processing** is now available for its water and garbage customers. This new program makes bill paying quick and easy. By filling in the information below, we are able to electronically collect funds from your checking or savings account to pay your water and garbage charges automatically.

Depository(Bank) Name _____

Branch _____

Checking Saving

Routing Account Number _____
(First 9 digits at bottom of check)

Acct. Number _____

Please Note: Direct Debit Payment Processing set up may take up to 8 weeks to process. Please check your bill to see if payment is due. Customers are responsible for notifying the City of Daly City in writing of any changes in name, address or bank account information. The City of Daly City retains the right to impose service fees for all dishonored depository items.

Authorization for Direct Payment

By signing below, I authorize the City of Daly City and the financial institution named above to initiate entries to my checking/savings account. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it. Daly City reserves the right to terminate this payment plan or participation therein with due notification to the utility billing customer.

I will provide a minimum of thirty days written notice to Daly City of any changes regarding the above account (i.e. changes with the financial institution, account number, account type.) Processing of this application will require 8 weeks. I am responsible for paying my bills to Daly City until I am notified that the direct payment option for my account is in place.

Printed Name(s) _____

Utility Billing
Account Number _____

Signature(s) _____

Daytime Phone
(Including Area Code) _____

Date _____

For Utility Billing Office Use Only:

Account Setup _____

Prenote Test _____

'A'ctivated _____

Return Completed Form to:

Utility Billing Division
City of Daly City
333 - 90th Street
Daly City CA 94015
ubinfo@dalycity.org

OR via email