

SIGN UP FOR CITYPAY TODAY



You will be enrolled within 30 days after we receive your application.
Your payment will be automatically deducted from your checking account on the debit date indicated on your utility statement.

CITYPAY Direct Debit Application and Authorization

1. Complete and sign the CITYPAY Direct Debit Program application/authorization (this document)
2. Return your completed application along with a voided check and a copy of a recent utility bill. Your check will be used to indicate the account from which future payments are to be deducted.

Print Name (must match name on check)

Signature (must match name on check)

Date

Name (as it appears on your utility statement)

Service Address

Mailing Address (if different)

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City of Lompoc Utility Account Number

Telephone Number

Checking Account Financial Institution

Routing Number, Plus Checking Account Number

By signing this application, I hereby apply to participate in the City of Lompoc's CITYPAY Direct Debit Program. Upon approval, this is my authorization to participate in this payment option as long as I continue to meet the applicable requirements. I understand my participation requires a deduction from my designated checking account to pay my City of Lompoc utility bill. I confirm that I am responsible for paying any financial institution fees related to CITYPAY transactions. I can terminate participation in this option by giving written notice, which becomes effective ten (10) days after it is received by the City of Lompoc.



CITYPAY Direct Debit

The City of Lompoc is offering a direct debit program for payment of your monthly utility bill. If you choose to use this service, our bank will now be able to debit your bank account for your monthly utility bill. You will still receive your itemized monthly statement each month. Your bank account will be debited within 48 business hours of the due date on the statement. A service fee of \$30.00 will be charged on any direct payments returned as unpaid for any reason by your bank.

CITYPAY Direct Debit is offered to all residential and commercial accounts billed by the City of Lompoc. Your account must be in good standing, with a history of not more than one returned item in the last 12 months. Accounts with special payment arrangements are not eligible for this program at this time.

Please complete the enclosed form and mail it along with:

1. A voided check
2. Your payment stub
3. This month's payment in full

by the due date on the billing. Your application will be processed for the next billing cycle after it is received, this takes approximately 30 days. The voided check will indicate the account from which your utility bill will be paid. Your monthly bill will be debited from your bank account until written notification is given to cancel.

Since each address in the City has a unique account number linked to it, if you move from one address to another, you must complete a new authorization form. If you have multiple accounts, a form must be completed for each address. If you change financial institutions, you must submit a new form for this change. Inaccurate information may result in payments being delayed or even refused by your banking institution. The City of Lompoc is not responsible for delays in or loss of payments due to inaccurate information or failure to notify us of changes in your account.

You may cancel your enrollment in CITYPAY Direct Debit by notifying our office in writing. Termination will become effective within 10 business days after we receive written notification. The City reserves the right to terminate, by written notification, your enrollment in CITYPAY Direct Debit if your payment is rejected more than once in a 12 month period.

Utility Billing Department
CITY OF LOMPOC
(805) 736-1261



DIRECT DEBIT CANCELLATION

This is written notification to cancel my enrollment in the CITYPAY Direct Debit program. This will take effect within ten (10) business days after written notification is received by the billing department.

PRINT NAME

ADDRESS

UTILITY ACCOUNT NUMBER

SIGNATURE

DATE

FOR OFFICE USE

RECEIVED BY

DATE