



City of Keizer

AUTO-PAY:

An easy way to pay your utility bill



UTILITY BILLING DIVISION

930 Chemawa Road NE

PO Box 21000

Keizer, Oregon 97307

(503) 390-8280

FAX (503) 856-3454

*Join the **Automatic Payment Plan**
and save time and money!*



Good News!

The City of Keizer Utility Billing Department has a new program, which makes paying your water/sewer/storm water bill easy. It's called **Auto-Pay**, and it's easy because it's automatic.

Auto-Pay offers these benefits:

CONVENIENCE:

When you use **Auto-Pay**, your water/sewer/storm water bill is paid automatically through your bank.

HASSLE FREE:

With **Auto-Pay**, you'll have one less check to write. You won't have to stop by the post office, drop box, or drop off your payment at City Hall.

SAVES MONEY:

Auto-Pay is a free service that will save you and the City time and money. Any water/sewer/storm water customer whose account is not delinquent can apply. In addition, you won't need stamps and envelopes to pay your bill.

With **Auto-Pay**, you maintain control of your payments. You will still receive a regular water/sewer/storm water

bill in the mail. However, instead of writing a check, addressing an envelope, and paying for postage, your bank pays the bill straight from your bank account. You will still have plenty of time to review the bill, and call us with any questions before the payment is due.

HOW WILL YOU KNOW THE BILL IS BEING PAID?

Continue to pay the bill as always until you receive a bill imprinted with "**AUTOMATIC PAY.**" This indicates the bill is being paid through your bank account.



To sign up for the **Auto-Pay** program, complete the application form and send to:

**Utility Billing Department
PO BOX 21000
KEIZER, OR 97307**

Please include a voided, blank check or savings deposit slip from the account you wish to use.

**AUTO-PAY
SAVES YOU TIME AND
MONEY BECAUSE IT'S
AUTOMATIC**

Q. How does Auto Pay work?

A. Auto-Pay is an automatic payment program for your water/sewer/storm water bill. You still receive a bill, Instead of mailing your payment your bank withdraws the funds from either your checking or savings account.

Q. When are payments made?

A. Payments are made on or about the 15th of the same month; you receive your bill (approximately every 60 days). Sorry we cannot adjust this date.

Q. Can I cancel the program if it doesn't work for me?

A. Yes; simply notify the City of Keizer Utility Billing Department and your bank **in writing**. Be sure to allow 2 weeks for your request to be processed.

For more information about Auto-Pay, please call the City of Keizer Utility Billing Department at **(503) 390-8280** or visit the Utility Billing Department at City Hall, 930 Chemawa Road NE, Keizer, Oregon.





Auto-Pay Application for the City of Keizer to Directly Debit your Bank Account

Return completed form to:
Utility Billing Division
930 Chemawa Road NE
PO Box 21000
Keizer, OR 97307
Phone 503-390-8280
Fax 503-856-3454

Utility Billing (water/sewer/storm water) ACCOUNT # _____
Date of Birth _____
Customer Name _____
Service Address _____
Mailing Address _____
City _____ ST _____ Zip _____
Home # _____ Alternate # _____

Checking/Saving Information

*Please **attach** a voided check if choosing the checking option
Or, attach a savings deposit slip if choosing the savings option*

Checking Savings *(please check only one)*

I authorize the City of Keizer to initiate deductions and the financial institution named above to transfer payment for and in the amount of my water/sewer/storm water bill on or about the 15th of every billing month.

I release the City of Keizer, its employees or agents with regard to any claim connected with any bank errors.

This authority will remain in effect until I submit written notification of its termination in such time as to enable the City and the bank to act on it.

Signature _____ **Date** _____

If your transaction is returned unpaid for any reason, the City will automatically debit your utility billing account for the payment amount and any service or NSF fees as permitted by law.