

DIRECT DEBIT SERVICE

Customer Service is important to the City of Thousand Oaks. To provide additional convenience to our customers, the City is offering a direct bank debit service to Utility Billing Customers. You no longer need to write a check to pay your wastewater and or water bills; ***you now have the option of an automatic deduction of funds from your checking account to pay your bill.***

With this program, the City will generate a customer bill giving you an opportunity to ensure funds are available to cover the automatic banking transaction. Fifteen (15) days after bill generation, the City will forward your banking information and amount due to the City's bank which will, in turn, collect the appropriate amount directly from your bank account. Funds in your bank account will be reduced by the billed amount on the 15th day after bill generation. It's that simple! No more writing checks and no more stamps. It is done automatically.

If you would like to participate in the service, simply fill out this form, *attach a pre-printed voided check from your account* and return this form and the voided check to:

City of Thousand Oaks
Finance Department
2100 Thousand Oaks Blvd.
Thousand Oaks, CA 91362.

Please note: The name on your checking account must match the utility account name.

(Do not send this form with your payment)

If you have any questions or wish additional information concerning this program please contact the Finance Department, Public Services Division at (805) 449-2201.

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEBIT FOR CITY WATER AND/OR WASTEWATER UTILITY PAYMENTS

NAME ON CHECKING ACCOUNT:	SOCIAL SECURITY:	<input type="checkbox"/> NEW	<input type="checkbox"/> CHANGE	<input type="checkbox"/> STOP
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I hereby authorize the City of Thousand Oaks' Finance Department, hereinafter called City, to initiate, if necessary, credit entries and adjustments for any debit entry in error to my account indicated below and the depository named below, hereinafter called the customer, to debit and/or credit the same to such account.

WATER/WASTEWATER UTILITY SERVICES ACCOUNT INFORMATION	
ACCOUNT NAME AS SHOWN ON BILL:	ACCOUNT NUMBER:
SERVICE ADDRESS:	DAY TIME PHONE NUMBER:

This authority is to remain in effect until City has received written notification from me (or either of us) of its termination in such time and such manner as to afford City and Depository a reasonable opportunity to act on it.

DATE: _____ AUTHORIZATION SIGNATURE: _____

Attachment of a pre-printed voided check for the account to which you will be debiting is *required*, so that we may verify transit routing number and account number information.