

DIRECT BANK 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 the customer an opportunity to ensure funds are available to cover the automatic banking transaction. Fifteen (15) days after bill generation, the City will forward the customer’s banking information and amount due to the City’s bank which will, in turn, collect the appropriate amount directly from the customer’s banking account. Funds in your bank account will be reduced by the billed amount on the 15th day after the billing date. It’s that simple! No more writing checks and no more stamps. It is done automatically! If you would like to participate, 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.

The name on your checking account must match the utility account name. Once received and processed by the City, Automatic Debit will begin with your next billing cycle.

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

Please DO NOT send this form with your payment

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

Customer Name as Shown on Bill	Request Type <input type="checkbox"/> NEW <input type="checkbox"/> CHANGE <input type="checkbox"/> STOP	
Service Address	Utility Account Number	Phone Number
Would you be interested in receiving your bill via email? <input type="checkbox"/> YES <input type="checkbox"/> NO Email Address: _____		

Attach a pre-printed voided check from your account

I hereby authorize the City of Thousand Oaks Customer Services Division, hereinafter called City, to initiate, if necessary, credit entries and adjustments for any debit entry in to my utility billing account and the depository name indicated above, hereinafter called the customer, to debit and/or credit the same to such account. 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.

Signature _____

Date _____