

# Auto Pay Application

The City of Ontario is pleased to offer direct payment of your monthly utility bill from your checking account. To participate in this program, please review the following information and submit the application form portion of this flyer to the front desk at Ontario City Hall, or mail to Utility Billing, 444 SW 4th St., Ontario, OR 97914. Please include a voided blank check from your bank account, and remember, continue to pay your bill until your bill says "Auto Pay" in the Amount Paid box.

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## Questions and Answers

**Q. So what is Auto Pay?**

A. Auto Pay is a way for your monthly utility bill to be automatically deducted each month from your checking account without you having to do a thing.

**Q. How will I be sure my bill has been paid?**

A. You'll still receive a statement each month showing you all the information a regular bill does.

**Q. How can I be sure the correct amount is being deducted from my account?**

A. Your monthly statement balance is the amount deducted from your account.

**Q. What if I find a mistake on my statement?**

A. If you have any questions after reviewing your statement, just call the City of Ontario and we'll resolve them promptly.

**Q. When is the payment made?**

A. Automatic payments are made on the 20th day of the month, or the next business day. We give you plenty of time to review your statement before your payment is deducted.

**Q. What if I want to stop using Auto Pay?**

A. You can cancel the program any time by notifying the City of Ontario in writing.

**Q. How do I sign up?**

A. To apply for Auto Pay, just complete this application form. Please be sure to include a voided blank check.

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## Application Form

I authorize the City of Ontario to initiate deductions and the financial institution below to transfer payment from my checking account for and in the amount of my monthly utility bills to City of Ontario.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Customer Name (Last name first)*

\_\_\_\_\_  
*Address (as it appears on your Utility Bill)*

\_\_\_\_\_  
*City/State/Zip*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Utility Bill Account Number*

Please Note: Return this bottom portion of the application to Ontario City Hall, or mail to:

**City of Ontario  
Attn: Utility Billing  
444 SW 4th Street  
Ontario, Ore. 97914**

\*Don't forget to include a **voided blank check** from your bank account.

And, remember: Continue to pay your bill until your bill says "Auto Pay" in the Amount Paid box.