



# AUTO PAY FOR UTILITY BILLING IS COMING TO THE CITY OF GROVER BEACH!

Many of our customers have asked for the convenience of Automated Payment Service for their Utility Bills. This will remove the task of writing a check each billing, and will ensure you won't receive a past due notice and a late fee.

## How does Auto Pay Service work?

With Auto Pay Service, your payment is automatically deducted from your bank account without writing or mailing a check. You will still receive your utility bill just as you do now. The payment will be deducted automatically from your bank account on the due date stated on the bill. You simply deduct the amount from your check register.

Immediately review your bill upon receipt. If you have any questions, call us a **minimum of five business days prior to the due date**, so that we can adjust the amount being debited from your bank account, if necessary. If you contact us fewer than five business days prior to the due date and a correction is necessary, we cannot guarantee that the corrected amount will be debited in time.

**You must provide a 30-day advanced, written notice to terminate the Auto Pay Service.**

## How do I sign up?

1. Fill out the Authorization & Enrollment Form on the reverse side.
2. Write "VOID" on one of your checks. Please do not send a deposit slip.
3. Send the completed Authorization & Enrollment Form AND the voided check along with your current payment and remittance stub. Please use the return envelope which has been sent with the statement.

**It will take approximately two billing cycles for this service to be activated. Until that time, please continue to pay any bills you receive by your usual payment method.**

Once you have signed up, and the Auto Pay Service is in effect for you, your utility billing statement will show a message stating that your bill will be automatically paid on the due date.

For more information, please call the City of Grover Beach  
Utility Billing at (805) 473-4550

Office Hours:  
8:00 am to 5:00 pm  
Monday thru Friday

