The Town of Gilbert offers an automatic payment plan that provides you the convenience of having your utility bill paid directly by your financial institution at no cost to you; it's called **AutoPay**.

With **AutoPay**, your financial institution withdraws the payment automatically each month from your checking or savings account. Your statement will identify you as an **AutoPay** customer and your payment will be deducted from your checking or savings account on or after your delinquency date.

How will AutoPay benefit me?

Becoming an AutoPay customer means you will have one less check to write each month; your account will be paid automatically. You will no longer need to be concerned with mailing or delivering your payment in person.

How can I enroll in AutoPay?

Simply complete and sign the enrollment form below.

Your enrollment form and voided check may be mailed or delivered to the Town of Gilbert at: **Utility Department, 90 E. Civic Center Drive, Gilbert, AZ 85296**

You may fax the documents to: **(480)** 503-6829

You may email the documents to: utilities@gilbertaz.gov

You may also enroll in e-bills to receive electronic statements or pay your bill online. Go to www.gilbertaz.gov/utilities for more information.



Do not return this form with your payment.

For more information, please contact our Utility Department at: **(480) 503-6800**. Download a copy of the enrollment form at our website: **www.gilbertaz.gov/utilities** Enrollment forms are also available at our office during normal business hours.

How will I know when I have been enrolled?

Once your enrollment is confirmed, your statement will read, "Do Not Pay. This amount will be deducted from your account on or after 00/00/00." These messages will confirm that you are actively enrolled in the AutoPay plan and no longer need to send a payment.

| AutoPay authorization | N AGREEMENT FOR PREARRANGED PAYN | IENTS (ACH DEBITS) | Please include a voided |
|--|---|--|--|
| COMPANY NAME: Town of Gilbert Utility Department I (we) hereby authorize the Town of Gilbert to initiate debit entries to my checking account. | | | check with this form |
| NAME OF BANK | | | |
| BANK ACCOUNT # | BA | NK ROUTING # | |
| termination in such time and in suc us) have the right to stop payment act on it prior to charging the acco credited to my account by DEPOS | rce until the Town of Gilbert and DEPOSITORY th manner as to afford the Town of Gilbert and of a debit entry by notification to DEPOSITORY unt. After the account has been charged, I hav ITORY, provided I (we) send written notice of s or 45 days after posting, whichever occurs firs | DEPOSITORY a reasonable opport at such time to afford DEPOSITe the right to have the amount of the uch debit entry in error to DEPOS | ortunity to act on it. I (or either of ORY a reasonable opportunity to the erroneous debit immediately |
| NAME(S) | UTILITY ACCOUNT # | DATE | |
| SERVICE ADDRESS: | | | |

Please enclose the above form with a <u>voided check</u> to: **Town of Gilbert Utility Department, 90 E. Civic Center Drive, Gilbert, AZ 85296** FAX: (480) 503-6829 EMAIL: utilities@gilbertaz.gov