

CITY OF MONTCLAIR  
OPTIONAL AUTOMATIC PAY PLAN



Save Time



Save Checks



Save Stamps

You now have the option of paying your Sewer and Trash bills without lifting a pen or sticking a stamp! Even when you are out of town, your bill will be paid. Plus, you'll save postage and avoid late charges. Choose to sign up for the City of Montclair's free **Automatic Pay Plan** and future bills will be paid by automatic deduction from your checking account. Your account will be debited automatically on the 10th day of the billing statement month, unless the 10th falls on the weekend, in which case the account will be debited on the Monday immediately following the 10th day. You will continue to receive a statement showing the status of your account.

Signing up for the **Automatic Pay Plan** is as easy as 1, 2, 3. Simply (1) fill out the form below, (2) attach a voided check to identify the account you would like to use for this purpose, and (3) **return the form and voided check** to the City of Montclair. That's it! The program will begin with your next billing statement.

Please contact Customer Service at (909) 625-9472 if you have any questions.

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AUTHORIZATION FORM

I would like to sign up for the City of Montclair's **Automatic Pay Plan**. I understand that by completing this form I am authorizing my bank to automatically deduct from my bank account the "amount due" shown on future City of Montclair billing statements. If I choose to terminate this agreement, I will provide no less than 30 days' written notice to the City of Montclair.

Name: \_\_\_\_\_ Billing Acct.#: \_\_\_\_\_ Phone #: \_\_\_\_\_

Service Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I authorize my bank to make payments from my checking account in the amount shown on my bill, payable to the City of Montclair. This authorization will remain in effect until revoked in writing by me, my bank, or the City of Montclair.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attach a **voided check** to your completed authorization form and return to:



City of Montclair  
Automatic Pay Plan  
5111 Benito Street  
Montclair, CA 91763  
(or include with your next payment)

