



# City of Buellton Automatic Payment Options and Online Billing Portal Registration

**Do you have a “free” Auto Pay program?** Yes, our Bank Draft (ACH) program does not have a fee. Payments are drafted from a Checking Account on/about the 16<sup>th</sup> of each month.

**How do I enroll in Bank Draft (ACH)?** Complete Bank Drafting Agreement (on reverse side) and return with a Voided Check (image of a check or bank letter confirming routing/account info is acceptable).

**Do you accept Credit or Debit Cards for Auto Pay?** Yes, you may “Enroll in auto pay” through the online billing portal. A \$1.25 fee per payment is charged by our vendor, Municipal Online Payments.

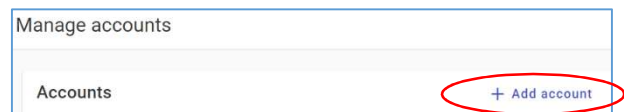
**Is there a fee to have an online account to view my bill and account history?** No, the online billing portal is free for inquiry purposes. The fee only applies to payments made through the online billing portal.

**What other payment options are available?** You may make a one-time payment on your account through the online billing portal (\$1.25 fee applies), or pay by cash, check, money order, your bank’s Bill-Pay service, call or stop by office with one-time credit card. We do not keep credit card information in office for future use. Payments are due by the 20<sup>th</sup> of each month. Online banking Bill-Pay - allow 7 days mailing time.

## How do I create an online profile, view account and make payments online?

**Don’t have an online account yet? Registration is easy! Have your current bill handy.**

1. Go to <https://www.municipalonlinepayments.com/buelltonca/utilities>
2. Click “Sign In or Sign Up” button.
3. On next screen select “**Register**” link (below Login button)
4. Enter your email address, create password, enter name and phone number, click “Register”
5. Verify your email address - a link will be sent to your email to confirm
6. Log in with Email and Password you just created
7. On “Manage Accounts” page, click “Add Account” button



### Refer to your bill for:

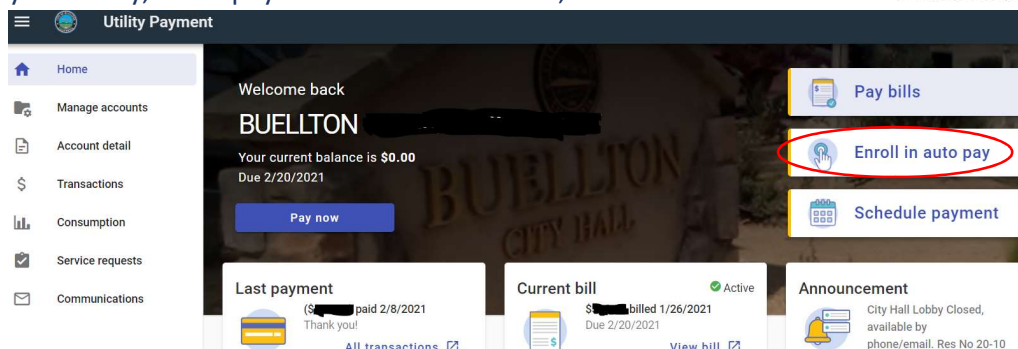
8. Account Number (with dashes)
9. Last Payment amount (no \$ symbol)  
New utility accounts: last payment is 10.00 application fee  
You may add other accounts to same login, if applicable

| Account Number    | AMOUNT DUE         |
|-------------------|--------------------|
| 00-00000-000      | \$100.00           |
| Due Date          | After Due Date Pay |
| 1/20/2021         | \$100.00           |
| Billing Date      | Penalty Date       |
| 12/25/2020        |                    |
| Service From      | Service To         |
| 11/25/2020        | 12/25/2020         |
| Service Address   |                    |
| 107 W HIGHWAY 246 |                    |

|                        |                   |
|------------------------|-------------------|
| PREVIOUS BALANCE       | \$100.00          |
| <b>PAYMENTS</b>        | <b>(\$100.00)</b> |
| PENALTIES              | \$0.00            |
| ADJUSTMENTS            | \$0.00            |
| <b>PAST DUE AMOUNT</b> | <b>\$0.00</b>     |

### New and Current users – to enroll in Auto Pay:

- Login (Step 1) – or from “Utility Payment Home”
10. Click “Enroll in Auto Pay” from list, then select “Enroll” next to account
  11. Select Payment Day, enter payment card information, click “Enroll Now”



**Please contact our office with any questions at: [utility@cityofbuellton.com](mailto:utility@cityofbuellton.com) or 805-686-0137**

# City of Buellton

## Bank Drafting Agreement

### Authorization Agreement

I hereby authorize the City of Buellton to instruct my financial institution to make my utility payments from the account named below.

Payments will be deducted around the **16<sup>th</sup> of each month** following the billing.

I understand that I control my payments, and if at any time I decide to discontinue this payment service, I will notify the City of Buellton **30 days prior** to discontinuation of this service.

Please commence service around the **16<sup>th</sup> of the following month**. **The City will need to receive your completed Bank Drafting Agreement no later than the 5<sup>th</sup> of the month that service will begin.**

### Service Information

Account in the Name of: \_\_\_\_\_

Service Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

### Account Information

Name of Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Checking Account Number: \_\_\_\_\_

### Signature

Authorized Signature (Primary): \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature (Joint): \_\_\_\_\_ Date: \_\_\_\_\_

**Attach a voided check** and return this form to the City of Buellton, PO Box 1819, Buellton, CA 93427 **Or drop off in silver "Payment" drop box at City Hall - 107 W Highway 246, Buellton**

**Original signatures only; Fax signatures will not be accepted**

