



## Auto Pay Direct Debit Enrollment Form

Thank you for your interest in our Auto Pay Direct Debit payment option. Auto Pay is a free service that automatically pays your bill directly out of your checking account. By signing up for Auto Pay your bill is guaranteed to be paid on time, with no worries about late fees.

### Eligibility

Auto Pay is open to all Municipal Services accounts billed by the City of La Verne that meet the following conditions:

- Account must be in good standing
- No Existing payment arrangements or extensions
- No more than one returned check within the last 12 months

### It's Easy to Get Started

- Simply complete the bottom portion of this form, attach a voided check, and return it to Customer Service.
- Then, continue to pay your bill as usual until your bill indicates you are enrolled in Auto Pay. (Approximately 30 days from the time we receive your enrollment form.)

### Rejected Payments

Should your banking institution reject your payment, your account will be assessed a return item fee and a late fee as your bill will be considered unpaid. City of La Verne reserves the right to terminate your participation in Auto Pay if your payment is rejected more than once in a 12 month period.

### Cancel Auto Pay

You may cancel your participation at any time by contacting Customer Service at (909) 596-8744. Please contact Customer Service at least 15 days prior to your next scheduled payment. Once cancelled, any amount owed will immediately become due.



*I hereby authorize City of La Verne to deduct funds from my account at the financial institution listed to pay my Municipal Services. City of La Verne will initiate a direct debit for the total amount due. I understand the authorization is to remain in effect until City of La Verne has notification of its termination.*

Customer Name	Service Address
City of La Verne Account Number	Bank Account Number
Financial Institution Name	
Daytime Phone Number	
Signature	Date