



CITY OF FOSTER CITY
ESTERO MUNICIPAL IMPROVEMENT DISTRICT

Save Time & Money ... with **Auto-Pay Service**
It's simple, it's free and it's available now!!

You can never have enough time or money. Now you can save a little of both when you pay your water and sewer bill automatically. **Auto-Pay Service** allows you to pay your bill automatically by having the City of Foster City deduct the total amount of your water and sewer bill from a checking or savings account at a bank, credit union, or savings and loan.

- You'll continue to receive a bi-monthly bill showing the date your payment will be made
- You'll have 21 days from the date of your bill statement to review the bill and resolve any discrepancies before the payment is withdrawn
- You can discontinue **Auto-Pay Service** by notifying us in writing at least 5 working days before the next payment due date

Just think – no more checks, stamps or trips to City Hall. Your bills will be paid for you on time, every time. You won't have to worry about missing a payment if you're out of town on business or on vacation.

Enrollment is easy. Simply complete the authorization slip below and send it back with a voided check (deposit slips will not be accepted). You may mail the required information to the **City of Foster City, 610 Foster City Blvd., Foster City, CA 94404** or fax it to **(650) 574-3483**. The **Auto-Pay Service** usually takes 2 billing cycles to become effective. If you would like to expedite the Auto-Pay Service, you can check off at the bottom of the form and the **Auto-Pay Service** will begin on next billing.

Continue to pay your water and sewer bill in the usual manner until the following message appears on your bill: "*Your bank account will be drafted for: \$___*". Proof of payment will appear on your next bank statement and on your next bi-monthly water and sewer bill. If you have questions regarding your bill or feel a correction needs to be made, please contact us at (650) 286-3261.

AUTHORIZATION FOR AUTO-PAY SERVICE
*** **PLEASE INCLUDE A VOIDED CHECK** ***

I authorize the City of Foster City and the financial institution named below to deduct the total amount of my bi-monthly water and sewer bill from the account identified below. I understand my automatic payment will be deducted on the **due date** of each bill and I will pay the amount listed on the City of Foster City/Estero Municipal Improvement Master Fees & Service Charges Schedule if the bank rejects the payment request. My authorization and the auto-pay service will remain in full force and effect until revoked by my financial institution, the City of Foster City, or me.

NAME: _____ **DAYTIME PHONE NUMBER:** _____
(As shown on your water & sewer bill)

SERVICE ADDRESS: _____

WATER & SEWER ACCOUNT NUMBER TO BE PAID: _____

NAME OF FINANCIAL INSTITUTION: _____

FINANCIAL INSTITUTION ROUTING TRANSIT NUMBER/ABA#: _____

FINANCIAL INSTITUTION ACCOUNT NUMBER TO BE CHARGED: _____

IS THIS A CHECKING () or SAVINGS () ACCOUNT?

() *I would like to expedite the Auto-Pay Service to begin with next billing.*

SIGNATURE: _____ **DATE:** _____