



# YOU MAY NEVER WRITE ANOTHER CHECK TO THE CITY OF BURLINGAME FOR UTILITIES AGAIN!!!

Whatever your financial institution, bank, savings and loan or credit union, you may arrange to have it pay your Burlingame Utility Bill directly. **HOW?** With Burlingame's Automatic Payment Service **(APS)**! By enrolling in this service, your financial institution will automatically deduct funds from your account to pay your utility bills. Just think no more checks, stamps or trips to the post office. Each time, your bill will be conveniently paid for you. What's more your bills will always be paid on time. So if you are away from home, you won't have to worry about a late payment.

With APS, you'll receive a utility bill every two months showing the date it will be paid by your financial institution. You will then have about seven to ten days time to review the bill before it is paid. This gives you time to call our office if you have questions or wish to stop the automatic payment. APS lets you have control over your payment, even if you don't write the check yourself.

To sign up, complete the form below and return it with an original check on which you've written **"VOID"** or a copy of a paid check from the financial account you wish debited. Then continue to pay your utility bill as usual until you receive one **"AUTOMATIC PAYMENT. NO PAYMENT REQUIRED"** (In about two to three weeks). That means your financial institution has taken over payment your bills and you're **CHECK-FREE!!!**

FOR MORE INFORMATION, PLEASE CALL (650) 558-7210

-----DETACH HERE-----

DEBIT DAY \_\_\_\_\_

Automatic Payment Service **(APS)** Authorization Agreement

Checking/Savings Account

Name of your bank, savings and loan or credit union **(Please Print)** **(Please Circle)**

Your name as shown on financial institution records **DAY TIME PHONE #**

Address where you receive Burlingame Utility **STREET** **CITY** **STATE** **ZIPCODE**

Name on Burlingame Utility Account

Your Burlingame Utility Account Number \_\_\_\_\_ - \_\_\_\_\_

**YOUR SIGNATURE** **DATE**

**PLEASE RETURN THIS FORM WITH AN ORIGINAL CHECK ON WHICH YOU'VE WRITTEN "VOID" OR A COPY OF A PAID CHECK FROM THE FINANCIAL ACCOUNT YOU WISH DEBITED. RETURN IN THE ENCLOSED ENVELOPE TO CITY OF BURLINGAME/WATER DEPARTMENT ALONG WITH YOUR CURRENT PAYMENT DUE.**