



City of San Luis Obispo Utility Billing

Automatic Payment is Available!

Do you travel a lot for business or pleasure?
Are you too busy to think about bills?
Want one less thing to worry about?

Sign up for Automatic Payment today!

Your enrollment will go into effect 30 days after we receive your application and will apply to bills that are produced after that date. Your payment will automatically be deducted from your checking account or credit card 16 days after your monthly water and sewer bill is mailed to you.

You will still receive a water bill, which will notify you of the amount and date that the Automatic Payment will be deducted.

If your payment is rejected, there will be a service charge added. You will be required to pay the amount of the rejected payment plus the service charge by cash, credit card or money order.

The city reserves the right to terminate your participation in this program if your payment is rejected more than once in a 12-month period.

To make changes to your Automatic Payment Authorization, please notify us in writing and send us a new voided check or credit card details.

To cancel your Automatic Payment, please notify us in writing also.

Mail: PO Box 8112, SLO, CA 93403-8112
or E-mail: ub@slocity.org

For more information on this, please contact us at 805-781-7133

Automatic Payment Application and Authorization

1. Complete and sign this Automatic Payment application/authorization form.
2. Return your completed application to:
PO Box 8112, SLO, CA 93403-8112
3. Include a voided check from the bank account that you wish us to withdraw payment from.

NAME (as it appears on your bill)

SERVICE ADDRESS

PHONE NUMBER (daytime)

YOUR WATER & SEWER ACCT #

FINANCIAL INSTITUTION & PHONE #

CHECKING ACCOUNT # (attach voided check)

PRINT NAME (must match name on check/credit card)

SIGNATURE

I hereby apply to participate in the City of San Luis Obispo's Automatic Payment Program. When approved, this is my authorization to participate as long as I continue to meet the applicable requirements. I understand my participation requires deduction from my designated checking account or credit card to pay my water and sewer bill. I confirm that I am responsible for paying any financial institution fees related to Automatic Payment transactions. I can end my participation in this option at any time by notifying the City of San Luis Obispo in writing.