

SURE PAY AUTHORIZATION FORM

FOR OFFICE USE ONLY

CITY OF SHOW LOW ACCOUNT NO. _____

TO PAY BY **CHECKING ACCOUNT** **OR** **SAVINGS ACCOUNT** (PLEASE SELECT BOX)

CUSTOMER NAME (Shown on the bank statement)				CONTACT PHONE NUMBER	
CUSTOMER BILLING ADDRESS		CITY	STATE	ZIP	EMAIL ADDRESS
BANK NAME			BRANCH LOCATION		
CHECKING/SAVINGS ACCOUNT NO.			BANK ROUTING NO.		

TO PAY BY **CREDIT CARD** **OR** **DEBIT CARD** (PLEASE SELECT BOX)

CUSTOMER NAME (Shown on the debit/credit card)				CONTACT PHONE NUMBER	
CUSTOMER BILLING ADDRESS		CITY	STATE	ZIP	EMAIL ADDRESS
16 DIGIT CARD NO.			EXPIRATION DATE		SECURITY CODE

I authorize the City of Show Low to automatically draft the financial institution named above for the monthly payment of my utility bill. I authorize the financial institution named above to pay each amount from my savings/checking account or credit/debit card account (whichever is applicable) every month. Payment will be made on the due date shown on my utility bill.

I understand that I must contact the City of Show Low regarding bill discrepancies prior to the scheduled draft date. I may cancel this authorization by notifying the City of Show Low to remove my account from the Sure Pay plan. The City of Show Low will have 30 days to change my billing. I understand the City of Show Low reserves the right to terminate my participation in the Sure Pay plan. I understand that the City of Show Low may impose a nominal fee if a bill is not paid by my financial institution.

SIGNATURE

DATE

If you wish to **stop service**, report a **change in billing address**, or **obtain information regarding our bill or service**, call the Utility Department at (928) 532-4005.

To report an **EMERGENCY** during business hours (Monday through Friday 8:00 a.m. to 5:00 p.m.), call (928) 532-4100; on **weekends and after hours**, call (928) 537-4365.

PAYMENTS AND BILLING PERIOD

WHEN PAYING BY MAIL:

Make check payable to **"City of Show Low"**. Be sure to enclose the lower portion of bill to ensure proper credit to your account. Your canceled check is your receipt. For your own protection, do not send cash by mail.

MAIL TO: City of Show Low, Utility Dept.
180 N 9th Street
Show Low, AZ 85901

TERMS OF PAYMENT:

All charges are due and payable upon receipt of this statement and shall become delinquent 15 days after the statement date. All delinquent accounts may be subject to a penalty charge.

If charges remain unpaid for 30 days after issuance of the statement, a turn-off order will be issued and a mandatory charge shall be paid for each occasion that a City employee is dispatched to disconnect and/or connect services due to nonpayment. Your account may be subject to additional penalties. If a check is returned due to insufficient funds, your account will be charged for the amount of the check plus a \$25 NSF fee. If a check is not honored by your financial institution more than twice in a 12-month period, you will be placed on a cash-only basis.

SURE PAY (AUTOMATIC BILL PAYMENT SERVICE):

If you would like to have your payment automatically deducted from your checking account, please fill out the top portion of this form and return it with a voided copy of the check to be drawn on the financial institution you elect to use to the Utility Department at least 10 working days prior to your next billing cycle to ensure the Sure Pay plan is implemented with your next bill.

Each month you will receive a utility bill with a note indicating the dollar amount and the date that your account will be drafted. Sure Pay payments will be deducted from your account the 15th of each month. If the 15th falls on a weekend or holiday, the Sure Pay payment will be deducted the next business day. You have up to 10 working days to contact the City of Show Low regarding billing discrepancies. Sure Pay payments returned for insufficient funds will be subject to charges similar to those for a returned check. If your account cannot be deducted due to insufficient funds twice within 12 months, your account will be removed from the plan. If you wish to cancel your Sure Pay agreement with the City of Show Low, you must do so at least 10 days prior to your next billing cycle. The City of Show Low requires 30 days to change your billing method. The City of Show Low reserves the right to terminate Sure Pay participation without prior notice to the customer.