



**UtilityCheck**  
**AUTOMATIC PAYMENT PLAN**  
**REQUEST AUTHORIZATION**  
**P.O. Box 368 Cannon Beach, OR 97110**

***Here's How it Works:***

Customers fill out form below to authorize a regularly scheduled payment from their checking or savings account. Customers will still receive a utility bill showing how much will be deducted from the account. The payment will be automatically transferred from the customer's bank account on the bill's due date. Proof of payment will appear on bank statements.

The program can take 30-60 days to go into effect for each participant. Customers should continue paying utility bills using their customary method of cash or check, until receiving the following notice on the bill: "Autopay"

**1. PRINT INFORMATION**

I (we) authorize the City of Cannon Beach to deduct funds from my (our) account at the financial institution named below to pay my (our) Cannon Beach utility bills. This authority will remain in effect until Cannon Beach receives notification to terminate authorization. I (we) also understand that the City of Cannon Beach and/or my financial institution can also stop my participation in this service, if necessary.

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Name on Cannon Beach utility account

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Address where you receive service

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Your name(s) as shown on financial institution records

Daytime phone #

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Name of your bank, savings and loan or credit union

Checking/Savings  
(please circle)

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Signature

Date

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Signature of Second Signer if Necessary (both must sign if joint account)

Date

**2. ATTACH VOIDED CHECK**

So that we can verify your account and routing numbers.

**3. MAIL TO CITY OF CANNON BEACH**

Fax and email are not acceptable to financial institutions.

**Questions? Call (503) 436-1581**