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## **AUTO PAY OPTION NOW AVAILABLE**

**T**he City of San Clemente is pleased to introduce another way to pay your municipal service bill. In response to your requests, our Auto Pay program is now available for your convenience. Once you complete and return your application, your monthly bill will be paid automatically from your checking account, without the hassle of writing a check or paying postage.

**Enrolling in Auto Pay is EASY.** First, fill out the *authorization agreement* on the next page. **Attach an original check from the account you would like us to debit, with “VOID” written across it.** Send the Authorization Agreement with your voided check to City of San Clemente with your next payment.

**If you have any questions regarding this new payment option, please call Utility Billing at  
(949) 361-8315**

**This service is FREE to our customers.**

Once your application is received, it will take 6-8 weeks to be processed. When the Auto Pay service has been activated on your account, your statement will display “AUTO PAY” on the remittance portion of your bill. Your payment will be deducted from your bank account one day prior to the delinquent date. If you have any questions regarding your bill, please contact Utility Billing before payment is deducted from your bank account.

**Important Note:** *If you choose to sign-up for this service, please continue to remit your payment until you receive a bill with the “AUTO PAY” notation. It may take one to two billing periods to activate this service.*

# CITY OF SAN CLEMENTE

## AUTO PAYMENT AUTHORIZATION AGREEMENT

1. Please complete the following application to enroll in AUTO PAY and return it with your next payment.
2. Attach an original check with “VOID” written across it.
3. Continue to make your payments until your bill states “AUTO PAY”.

I hereby authorize City of San Clemente to deduct funds from my account at the financial institution listed below to pay my monthly municipal service bill. City of San Clemente may initiate a direct debit for total amount due.

I understand the authorization is to remain in full force until City of San Clemente has received written notification of its termination, at least 72 hours in advance of next scheduled payment. I also understand that City of San Clemente may stop my participation in this service if necessary.

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Service Account Number (listed on your municipal service bill)\*

Daytime Phone #

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Financial Institution (Please Print)

Bank Routing Transit #

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Bank Account Number

Bank Account Type: Checking/Saving

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Name (Please Print)

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Service Address

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Authorized Signature

Date

\*Please complete an application for each municipal service account.

*Payments rejected by your financial institution will incur additional fees.*

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(949) 361-8315**