



## City of Homestead Automated Bill Pay Authorization Form

### APPLICANT INFORMATION

|                  |             |                  |           |
|------------------|-------------|------------------|-----------|
| Name:            |             | Account Number:  |           |
| Service address: |             | Mailing Address: |           |
| City, State:     | Zip Code:   | City, State:     | Zip Code: |
| SSN:             | Home Phone: | Cell:            |           |

### FINANCIAL INSTITUTION INFORMATION

|                                      |  |                                       |
|--------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> NEW REQUEST | <input type="checkbox"/> CHANGE OF INFORMATION | <input type="checkbox"/> CANCELLATION |
| Financial Institution:               |  |                                       |
| Branch Name:                         |  | Branch Phone Number:                  |
| City:                                | State:   | ZIP Code:                             |
| Routing Number:                      |  | Account Number:                       |

#### Please Read Carefully

It is your responsibility to notify the City of Homestead of any changes in your checking/ savings account or if you wish to discontinue your Automated Bill Pay status. A change in bank or checking/savings account requires the completion of a new Automated Bill Pay authorization form and the submission of a voided check to the City of Homestead Customer Service Department.

### AGREEMENT

I understand that if I chose to revoke Automated Bill Pay, I will be required to pay a deposit on the day of revocation. **I also understand that if my Automated Bill Payment is returned for any reason, I will be required to pay double the deposit, return payment, plus any additional fees. The first half of the doubled deposit, payment and fees must be paid within 72 hours of notification. The second half of the double deposit will be billed on the next bill date.**

|                        |      |
|------------------------|------|
| Signature of applicant | Date |
|------------------------|------|

### FOR OFFICE USE ONLY

|              |                |
|--------------|----------------|
| Received By: | Date Received: |
| Entered By:  | Date Entered:  |



## **City of Homestead Automated Bill Pay Authorization Form**

**PAY YOUR UTILITY BILL AND SAVE TIME AND MONEY  
SIGN UP FOR THE AUTOMATED BILL PAY PLAN!!!**

Automatic Bill Pay is a free service offered by the City of Homestead Utility. This service allows your checking or savings account to be automatically debited, on the Friday before the due date for the amount of the current monthly bill. No more writing checks, buying money orders, or worrying if your account is paid on time. Paying your bill has never been so easy!!!

To initiate Automatic Bill Pay, fill out the information on the back of this form. For Automated Bill Pay deductions from your checking account please, include a voided check from your current checking account. For savings accounts, please provide us with your Savings Account Number and your bank's routing number (available from your financial institution).

Your monthly utility bill will be automatically debited from your chosen account and credited to your City of Homestead utilities bill. Each month, you will be sent a statement showing your utility usage and amount debited from your account.

Only U.S. financial institutions may be used. If the City of Homestead Utilities receives notice that a customer has insufficient funds to cover a bank draft payment, the utility's non-sufficient funds and penalty regulations will apply.

If you have any questions, please call Customer Service at (305) 224-4800. Customer Service will notify you when your account has been processed for Bank Drafts. You must pay all bills received prior to the start date of this service.

Please return your completed application for Bank Draft to:

City of Homestead  
Customer Services Division  
711 NE 1 Road  
Homestead, FL 33030