



Direct Debit

How does Direct Debit work?

After enrollment in Direct Debit, you'll still continue to receive your itemized monthly utility bill. On the 20th day of the month (or next business day), your account will be debited automatically for the amount due shown on your bill.

Who is eligible to be part of Direct Debit?

Direct Debit is open to all residential and business customers billed by the City of Tehachapi. A customer's account must be in good standing without any existing payment arrangements and without more than one returned check within the last twelve-month period.

How do I sign up for Direct Debit?

Complete the Authorization Agreement, including your name, service address, and utility account number. Be sure to attach a voided check to the agreement. Sign, date and return completed agreement to the following address:

City of Tehachapi
Attention: Hillorie Thomas
115 South Robinson Street
Tehachapi, CA 93561

Or, if you prefer to return the agreement when you mail your next utility bill payment; include the agreement in the payment envelope. Your agreement will be processed, and you will be enrolled in Direct Debit on the 5th of the month following receipt of your agreement.

What does it cost me to be part of Direct Debit?

There is no charge from the City of Tehachapi to participate. Some financial institutions may charge a fee for electronic fund transfers. Ask your bank about any applicable fees.

After I'm enrolled, how do I change information on my Direct Debit agreement?

Call or stop by City Hall to obtain a new agreement form to notify us of changes to your bank account information, address, etc. Inaccurate information may result in electronic payments being refused by your financial institution. The City of Tehachapi will not be responsible for losses, expenses, or other liabilities that result from inaccurate information or failure to provide us with timely notification of changes.

What happens in the event of a rejected payment request?

Payments in the form of account debit requests may be rejected by your financial institution because of insufficient funds, closed/unauthorized accounts or other reasons. Check with your financial institution for possible charges it may impose. If your payment is rejected, the City of Tehachapi will charge you a \$25.00 processing fee. The City of Tehachapi reserves the right to terminate your participation in Direct Debit if your financial institution refuses to make electronic payments more than once within a twelve-month period.

How do I stop being a part of Direct Debit?

You may cancel your participation at any time by completing a termination request. Termination will become effective on the 5th day of the month following receipt of your termination request.

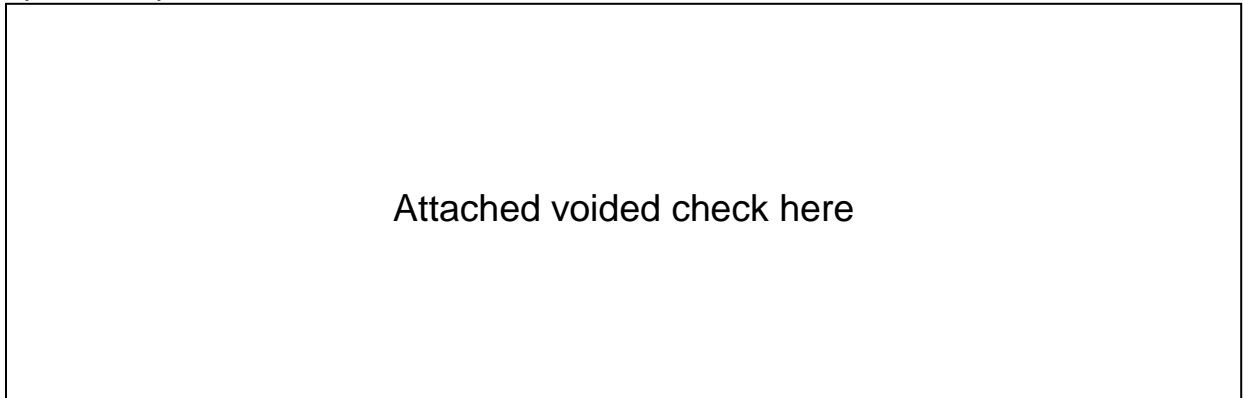
Utility Account#(s):

**AUTHORIZATION AGREEMENT
FOR
ACH DEBITS OR PAPER DRAFTS**

I, authorize you, **City of Tehachapi**, to initiate ACH debit or Paper Drafts (“Debit Entries”) to my deposit account (“Account”) at my Financial Institution name below. This authorization is for the payment of recurring monthly amounts I owe you. IN ORDER TO TERMINATE OR REVOKE THIS AUTHORIZATION, I MUST NOTIFY YOU, THE ORIGINATING CUSTOMER, IN WRITING. So long as this authorization has not been terminated or revoked, any Debit Entry originated by you under this authorization shall be conclusively presumed to be properly payable against my Account. I CAN STOP PAYMENT OF ANY SINGLE DEBIT ENTRY BY NOTIFYING MY FINANCIAL INSTITUTION 3 DAYS BEFORE MY DEPOSIT ACCOUNT IS CHARGED.

I understand that if there are insufficient funds in my Account when any authorized Debit Entry is presented, my Financial Institution may, at its discretion, pay or refuse to pay the Debit Entry, and may apply its usual returned check fees and charges. I also understand that if my Financial Institution refuses to accept a Debit Entry for any reason, you will not reprocess it without further written re-authorization from me.

I authorize my Financial Institution to charge these Debit Entries to my Account upon receipt and without advice to me.



Authorized Debit Entries: You are authorized to originate Debit Entries to my Account to pay recurring amounts I owe on the 20th day of the month (or the business day following that day if that day is not a business day). The amount of these recurring payments may vary; however, no Debit in any month may exceed the billed amount. Please send all notices and advices to the address shown below my signature.

I hereby certify that I am the owner and authorized signer of the Account, I acknowledge receiving a copy of this authorization. You may supply a copy of this Authorization Agreement to my Financial Institution or to your bank upon request.

Date: _____ Signature: _____
Address: _____
