



**YOU MAY NEVER WRITE
ANOTHER CHECK
TO REDWOOD CITY AGAIN!!!!**

You may arrange to have your financial institution (e.g. bank, credit union) pay your Redwood City Utility (water, garbage, sewer) bills directly. **HOW?** With Redwood City's Automatic Payment Service **(APS)**! By enrolling in this service, your financial institution will automatically deduct funds from your checking or savings account to pay your utility bills. Just think-no more checks, stamps or trips to the post office. Each time, your bill will be conveniently paid for you. What's more, your bill will always be paid on time. So if you are away from home, you won't have to worry about a late payment. Furthermore, once you have elected APS, you can sign-up to receive your utility bill electronically by registering at Redwood City's eGovernment site: [.http://www.redwoodcity.org/egov/register.aspx](http://www.redwoodcity.org/egov/register.aspx). After registering, you will then receive a "Utility Bill Verification Complete" email. You can then register your utility account(s) for online access.

With APS, you'll receive a utility bill every two months showing the date it will be paid by your financial institution. That leaves you time to review the bill (about seven to ten days) before it is paid and times to call our office if you have questions or wish to stop payment. APS lets you have control over your payment even if you don't write the check yourself.

To sign up, complete the form below and return it with an original check on which you've written **"VOID"** or a copy of a paid check from the financial account you wish debited. Then continue to pay your utility bill as usual until you receive one saying **"AUTOMATIC PAYMENT. NO PAYMENT REQUIRED"**

That means your financial institution has taken over paying your bills and you're

CHECK-FREE!!!!

FOR MORE INFORMATION, PLEASE CALL (650) 780-7212

----- (DETACH HERE) -----

Automatic Payment Service (APS) Authorization Agreement

Name of your bank, savings and loan or credit union (please print) Checking or Savings Account
(Please circle one)

Your name as shown on your financial institution record DAY TIME PHONE #

Address where you receive Redwood City Utility **STREET** **CITY** **STATE** **ZIP CODE**

Name on Redwood City Utility Account

Your Redwood City Utility Account Number: _____

YOUR SIGNATURE

DATE

PLEASE RETURN THIS FORM WITH AN ORIGINAL CHECK ON WHICH YOU'VE WRITTEN **"VOID"** OR A COPY OF A PAID CHECK FROM THE FINANCIAL ACCOUNT YOU WISH DEBITED.

**MAIL TO CITY OF REDWOOD CITY - REVENUE SERVICES, P.O. BOX 3629, REDWOOD CITY, CA 94064-3629
OR FAX TO 650-368-6974.**