



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

Whatever your financial institution, bank, savings and loan or credit union, you may arrange to have it 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 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.

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 time 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"** (in about six to eight weeks).

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**

	Checking/Savings Account
Name of your bank, savings and loan or credit union (please print)	(Please circle)
_____	Your
name as shown on financial institution records	<b>DAY TIME PHONE #</b>
_____	Address
where you receive Redwood City Utility	<b>STREET CITY SATE ZIP CODE</b>
_____	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. RETURN IN THE ENCLOSED ENVELOPE TO CITY OF REDWOOD CITY WATER CASH COLLECTIONS.

**Mail To: City of Redwood City, Revenue Services, 1017 Middlefield Road, Redwood City, CA 94063; or Fax (650) 368-6974**