



City of Brisbane
50 Park Place
Brisbane, CA 94005-1310

Please read and complete this form thoroughly.

You will continue to receive a bi-monthly bill showing the amount your credit card will be charged.

You will have at least 20 days from the statement date to review the bill, resolve any discrepancies, or submit a written cancellation before your credit card is charged (between the 20th and 25th of the month after you receive your bill).

Automatic Payment Service Authorization Agreement

Name on Water Account

Name *exactly* as it appears on your credit card

Utility Service Address

Credit Card Billing Address (If same as above, write same.)

Water/Sewer Account #

Daytime Phone Number

Financial Institution of Credit Card:

Type of Credit Card: (circle one)

Master Card

Visa

Discover

Expiration Date

V-Code (Last 3 numbers on back of credit card)

Maximum Charge on Credit Card

\$

Additional Instruction

I authorize the City of Brisbane to charge the total amount of my bi-monthly water and sewer bill to the credit card account identified above and below. I understand that I have **at least 20 days** from the statement date to review the bill, resolve any discrepancies or submit a written cancellation before my credit card is charged. I understand my automatic payment will be charged **between the 20th and 25th of the month after I receive my bill**. My participation in this service can be stopped by me at any time or by the City of Brisbane if necessary. Payment will be required before or on the due date of my utility bill if my credit card is declined.

Signature Authorizing Recurring Transaction

Date

CREDIT CARD NUMBER BELOW WILL BE DETACHED AND SHREDDED AFTER AUTOPAY SET-UP

Credit/Debit Card Account Number