

Dear Valued City of Tulare Utility Customer:

The City of Tulare would like to offer you the opportunity to simplify the way you pay your utility bill. Rather than personally paying your bill by check, credit card or home banking, you authorized the City of Tulare to charge your checking account or credit card directly. The charges will be posted to your checking or credit card account between the 16th and the 20th of each month, and will appear on your account statement at the end of the month. This convenient service will save you the cost of checks, stationery, and postage, and will be done automatically! You won't have to worry about forgetting to make payments, including payments due while you are away from home. Please complete the appropriate form below and return it to the City of Tulare Finance Department (411 East Kern Avenue, Tulare, California 93274) to get your automatic payments started. *Please continue to pay your bills in the normal fashion, until the preauthorized accounts take effect.*

**AUTHORIZATION AGREEMENT FOR PREAUTHORIZED CHECKING ACCOUNT
PAYMENTS TO THE CITY OF TULARE**

I (we) hereby authorized the City of Tulare to initiate debit entries to my (our) checking account indicated below and the depository (bank) named below to debit the same to such account. Such debit entries are limited to charges for City of Tulare utility services.

PLEASE PRINT

DEPOSITORY (BANK)
NAME _____ BRANCH _____
CITY _____ STATE _____ ZIP _____
TRANSIT/ABA NO _____ ACCOUNT NO _____

PLEASE ATTACH A VOIDED CHECK FOR THIS BANK ACCOUNT

This authority is to remain in full force and effect until the City of Tulare and Depository have received written notification from me (or either of us) of its termination in such time and in such manner as to afford the City of Tulare and the Depository a reasonable opportunity to act on it.

NAME _____ ADDRESS _____
SIGNED _____ DAYTIME PHONE NO _____
DATE _____ CITY UTILITY ACCOUNT NO _____
IDENTITY AND INFORMATION VERIFIED BY CITY OF TULARE EMPLOYEE _____

**AUTHORIZATION AGREEMENT FOR PREAUTHORIZED CREDIT CARD ACCOUNT
PAYMENTS TO THE CITY OF TULARE**

I (we) hereby authorized the City of Tulare to initiate debit entries to my (our) credit card account indicated below and to debit the same account. Such debit entries are limited to charges for City of Tulare utility services. Only VISA/MASTERCARD/DISCOVERY can be used.

PLEASE PRINT

CREDIT CARD HOLDER NAME _____ VISA
ACCOUNT NO _____ MASTERCARD
SECURITY CODE _____ CARD EXPIRATION DATE _____ DISCOVERY

This authority is to remain in full force and effect until the City of Tulare and Depository have received written notification from me (or either of us) of its termination in such time and in such manner as to afford the City of Tulare and the credit card company reasonable opportunity to act on it.

NAME _____ ADDRESS _____
SIGNED _____ DAYTIME PHONE NO _____

[Type here]

DATE _____ CITY UTILITY ACCOUNT NO _____

IDENTITY AND INFORMATION VERIFIED BY CITY OF TULARE EMPLOYEE _____

[Type here]