



AUTOMATIC PAYMENT PLAN

The City of Portland has adopted an Automatic Payment Plan for your convenience. To participate, please sign and return the Authorization Agreement authorizing the City of Portland to draft your bank account for your utility services. On or about the 15th of each month, your account will be drawn on for the amount of your bill. Please attach avoided or canceled check (please do not send deposit slips) from the bank shown on the Authorization Agreement and a stub from your utility bill. You will still receive a bill each month showing the amount that has been paid by draft.

AUTHORIZATION AGREEMENT

To: _____
(Bank Name) *(Bank Account Number)*

I hereby authorize the City of Portland to draw on my account at the bank listed above for the utility bill rendered at the service address listed below. I agree to maintain in my account a balance available for immediate withdrawal hereunder in an amount sufficient to pay each monthly bill in full as it becomes due. I agree to check with my bank ten (10) days from today to verify that this Authorization Agreement has reached my designated account, and to notify the City of Portland in writing prior to closing or changing my designated account.

I agree that the City of Portland's rights with respect to each such check shall be the same as if it were a check signed by me and drawn on by the City of Portland. I further agree that if any such checks are dishonored, whether with or without cause and whether intentionally or inadvertently, the City of Portland shall be under no liability whatsoever.

I understand the City of Portland and/or financial institution reserves the right to terminate this plan and/or my participation therein at any time. I further understand this authorization remains in effect until revoked by me in writing and until the City of Portland actually receives such notice.

Signature as filed with your bank *Date*

Customer's name as it appears on Utility Bill

Service Address:

Home Phone *Work Phone* *E-mail address*

Utility Billing Account Number