



# SURE PAY ENROLLMENT FORM

## What is Sure Pay?

Sure Pay is a service that allows for your utility bill to be paid automatically from your checking/savings account.

## How much does Sure Pay cost?

There is no charge from the City to have your utility bill paid automatically from a checking/savings account. However, your financial institution may have a fee. Payments returned by your financial institution will incur an additional fee of \$25 to reverse your payment.

## How do I sign up for Sure Pay?

Complete the authorization form below. Return the completed and signed form with a voided check if paying from a checking account or a deposit slip if paying from a savings account to **PO Box 60021, Arcadia, CA 91066**. You may also sign up via the Customer Portal at [www.ArcadiaCA.gov](http://www.ArcadiaCA.gov).

## Questions?

Contact the City of Arcadia Public Works Services Department at (626) 254-2700 or [wb@arcadiaca.gov](mailto:wb@arcadiaca.gov).

## Automatic Payment Authorization

\_\_\_\_\_  
Customer Account Name

(\_\_\_\_\_)\_\_\_\_\_  
Contact Phone

\_\_\_\_\_  
Service Address in Arcadia

\_\_\_\_\_  
Utility Bill Account Number *(Please submit a form for each account.)*

\_\_\_\_\_  
Name of Financial Institution

☐ Checking ☐ Savings

\_\_\_\_\_  
Financial Institution ABA Routing/Transit Number (9 digits)

\_\_\_\_\_  
Account Number

I authorize the City of Arcadia and the financial institution noted to deduct funds from my checking/savings account for payment of water and sewer services and related billing charges. The authorization will remain in effect until I notify the City of Arcadia to cancel it in such a time as to afford the bank reasonable opportunity to act upon. I understand my payment will be reversed by the City of Arcadia if the payment transaction is returned by the financial institution for any reason. Payments returned by your financial institution will incur a \$25.00 return payment charge. The City of Arcadia reserves the right to cancel your participation in the Sure Pay program if your payment is returned.

**Customer Signature:** \_\_\_\_\_