



Utility Billing Automatic Payment Authorization Guidelines

Understanding your automatic payments for your monthly utility bill.

- Once enrolled in automatic payments, your monthly utility bill will include the words “Paid by Draft”.
- Your automatic payment will withdraw from your financial institution on your due date as it appears on your utility bill.
- A service charge of \$30.00 will be placed on your account for each returned transaction. If you have two insufficient fund occurrences within a twelve-month period, you will be removed from the program.
 - If the City removes your automatic payments due to returned transactions, you must wait 12 months before you can re-enroll.
- Landlords, if you have automatic payments set up on your account, automatic payments will be removed from your account when a new tenant moves in.
- All final bills issued will have automatic payments from your checking or savings account removed. The final bill will require another form of payment.

When to contact the Finance Department regarding your automatic payments

- You can unenroll in automatic payments by emailing utilitybill@lafayetteco.gov to formally request to be removed from the program. If your request is received five business days prior to your due date, then your automatic will be removed and a manual payment will need to be submitted. If your request is received less than five business days before your due date, then your automatic payment will be drafted for that period and will not occur during the next billing cycle.
- If your financial institution has changed, please complete a new Utility Billing Automatic Authorization Form, and submit it with a copy of a voided check to the Finance Department to update your utility account.

If you have any further questions, please contact the Finance Department at 303-665-5588 or email utilitybill@lafayetteco.gov.

Please retain this copy for your records.



Utility Billing Automatic Payment Authorization Form

Complete this form and send a copy of a voided check or letter from your financial institution.

Utility Account Number:	
Name on the Utility Bill:	
Service Address:	
Phone Number:	
Email:	

Checking Account

Savings Account

I hereby authorize the City of Lafayette to initiate debit entries to my checking or savings account at the financial institution named above. I acknowledge that the origination of the ACH transactions to my account must comply with the provisions of US law. I can stop payment of any entry by notifying the City of Lafayette Finance Department by email or writing five days before my account is charged. The due date stated on the bill will be the date when the account will be charged each month. If the automatic payments are rejected twice within a twelve-month period, the City will discontinue my automatic payments from my account. I have read and understood the Utility Billing Automatic Payment Guidelines.

X

Signature and Date