



CITY OF ADAK, ALASKA

AUTOMATIC PAYMENT BY CREDIT/DEBIT CARD

☐

Initial Enrollment

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Change/Update

The City of Adak is pleased to offer AutoPay, a free automatic payment option to its valued customers. With AutoPay, your utilities payment is automatically withdrawn from your credit or debit card each billing cycle. AutoPay makes bill paying easy and avoids the chance of late payment fees. **The City accepts the following branded cards: Visa, Mastercard and Discover.**

Here's how AutoPay works: Your regular utility bill will show services rendered, amount owed and the payment date due. On or around the 15th of each monthly billing cycle, the amount owed will be automatically charged to your card account. No stamps, checks, or envelopes are needed. You will still receive your utility bill by mail or email, giving you the opportunity to inspect all charges and report any concerns before the bill is paid from your card account. A record of your AutoPay payment will be noted on any regular statements you may receive from your card company. You will also receive an electronic payment receipt from the City's merchant processor.

This agreement between the Customer and the City of Adak authorizes the City to collect payments for utility bills by charging the Customer's credit/debit card.

Customer Name:

Mailing Address:

Customer Acct No:

Phone Number:

Addn'l Phone Number:

Email Address:

Name: (as it appears on credit card)

Billing Address:

Card No.:

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Expiration Date:

CVV2 Code:

As an enrollee in this program, I understand that:

1. I will receive a bill each month even though I am enrolled in the automatic card payment program. It will tell me the amount of my utility bill that will be charged to the above card account.
2. If I enroll after my bill has been generated, I will need to make payment arrangements for that month's payment. The next month's payment will be automatically charged to my above card account.
3. The payment will be charged to the above card account on or around the 15th day of each month.
4. If the above card account is declined for any reason, the City will attempt to contact me for alternate payment arrangements. My account will be subject to normal credit procedures and a non-sufficient funds charge of \$25 may be assessed. If my payment is declined twice within a 12-month period, the City may cancel my participation in this program.
5. No more than one credit/debit card will be billed per invoice.
6. If any of the above card information changes, I will notify and update the City with the new information immediately. **The expiration date and CVV2 code are necessary to process my payment.** If I fail to provide this information prior to the payment date and the City is unable to process my payment, I will be responsible for an alternate payment arrangement and any late fee or non-sufficient funds charge that results.
7. I will notify the City at (907) 592-4500 or by email at accounting@adak-ak.gov if I wish to cancel this agreement. Notice must be provided to the City no later than 24 hours prior to the scheduled charge date.
8. The City may cancel this agreement at any time with written notice.

By signing this authorization, the Customer acknowledges and agrees to the above conditions of the program.

CARDHOLDER'S SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

Please return this form to City of Adak, P.O. Box 2011, Adak, Alaska 99546 or fax to (907) 802-4460.
For more information call (907) 592-4500 or email accounting@adak-ak.gov.