



# Auto-Pay for Utility Billing

- **Save Time** One less check to write and deliver
- **Eliminate Risk** No late charges if you lose your statement, don't get to it in time, or are away from your residence
- **Lower Costs** No postage necessary to pay your utilities
- **Choose When** Pay on the 5<sup>th</sup>, 10<sup>th</sup>, 17<sup>th</sup>, or 24<sup>th</sup> of the month, whichever works with your schedule
- Auto-Pay is a free courtesy offered by the City of Milwaukie. The program automatically withdraws your bill total from your checking account on the day that you choose. Confirmation of transaction amount and date will appear on your utility bill.

## To Apply for Auto-Pay:

**1** Automatically Withdraw Funds on This Day of the Month:

5<sup>th</sup>                       10<sup>th</sup>                       17<sup>th</sup>                       24<sup>th</sup>

**2** Utility Account:                      Email address: \_\_\_\_\_

Name on Utility Account

Account #    Phone #

Service Address

**3** Financial Institution (Staple Voided Check at Top and Complete the Following):

Financial Institution Name

Name on Account

Account #:

Routing #

**4** Authorization:

Signature    Date

I authorize the City of Milwaukie and the above financial institution to initiate entries into my account.  
This authorization remains effective until termination, communicated in writing.

**5** Submit Application:

Return this form via mail to:

Utility Auto-Pay  
10501 SE Main St.  
Milwaukie, OR 97222