


## Bill Payment











Please continue to pay your utility bill until you receive notification from the City of Yuba City that your application has been processed. Although you will continue to receive invoices, your payment will be electronically deducted from your bank account during the week indicated on the notification. (Receipt of payment will be reflected on the next month's invoice.) From the time you sign up, it will take approximately one billing cycle to enroll you in the program. For more information regarding the Electronic Funds Transfer Program (EFT), please call (530) 822-4618, Monday through Friday during regular business hours.

## About ABA/ Routing Numbers










These are special numbers we use to identify your bank and your account. You can get your ABA/routing number and account numbers from your bank, by sending a voided personal check from your account with this application, or by using the diagram on the back of this application to record the correct numbers from your check for use in completing this application.








### 1. Find Your ABA/Routing Number

The first number you need is your bank's routing number. This number will always be the numbers between the  characters, shown below in red:

  2 2000   00   00    2 3 4 6 7 8 9 0 

OR

  00   2 2000   00   2 3 4 6 7 8 9 0 

John & Jane Doe 1234 Easy Street Somewhere, CA 00000 (000) 000-0000	1234
	Date _____
PAY TO THE ORDER OF _____	\$ _____
	_____ DOLLARS
Your Bank 4321 Easy Street Somewhere, CA 00000 (000) 000-0000	
  2 2000   00   2 3 4 6 7 8 9 0 	

We don't need your check number which is often also in the microline. Your check number will match the number in the upper right-hand corner of your check.

### 2. Find Your Account Number

Your account number will be the remaining numbers. Some (but not all) account numbers have a dash (---) between them.

  00   2 2000   00   2 3 4   6 7 8 9 0 



1201 Civic Center Boulevard  
Yuba City, CA 95993

## Simplify your life with Electronic Funds Transfer



**How to save money and time with the City of Yuba City's utility bill payment electronic funds transfer program**

# Sign Up for the City of Yuba City's Utility Bill Payment Electronic Funds Transfer Service

Utility bill payments to The City of Yuba City can be made from your checking or savings account. The service is free of charge, easy to use, and a convenient way to pay your utility bill, allowing you to:

- Get rid of the check writing chore;
- Make payments on time, even when you are away from home; and,
- Save postage, the cost of checks and envelopes.
- Continue to receive monthly statements confirming account balances.

## To Sign Up...

Use the specifically marked electronic funds transfer (EFT) envelope and enclose the following:

1. A completed and signed application form (attached); and
2. A voided check from your checking account or the savings account number and the American Banker Association (ABA) routing number from your financial institution.
3. Please do not include a payment in the specifically marked EFT envelope. This may cause unnecessary delays in posting your payment or setting you up on the EFT program.
4. EFT funds will be drafted on the fifteenth (15th) of the month prior to your billing due date.

Please note: It usually takes one billing cycle to enroll an account in the EFT program. You will receive confirmation following enrollment.

## Electronic Funds Transfer Program Authorization Agreement

Last Name		First Name		Middle Initial		Customer Account Number	
Service Address		Apartment Number		City		State Zip	
Mailing Address		Apartment Number		City		State Zip	
Daytime Phone (with area code)				Evening Phone (with area code)			
Name of Financial Institution				Financial Institution Branch Office			
OR							
Checking Account Number				Savings Account Number			
ABA/Routing Number				Would you like your utility bill mailed to you?			
				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Your name as shown on financial institution records				Your signature as shown on financial institution records			

I hereby authorize the City of Yuba City to deduct funds from my account at the above indicated financial institution to pay my utility bill on the fifteenth of the month prior to the due date shown on my bill. I understand that I may stop electronic funds transfer service by notifying the City of Yuba City and my financial institution in writing, two weeks prior to my next billing cycle. If necessary, my financial institution may also discontinue participation. I further understand that if two payments are returned because of insufficient funds within a twelve-month period my participation in the electronic funds transfer program may be automatically cancelled. Additionally, payments returned due to insufficient funds are subject to return check fees and late payment penalties.

By authorizing the City of Yuba City to deduct funds from my account, I acknowledge that payment of my utility bill remains my sole responsibility. I agree and understand that the City of Yuba City cannot be responsible for any failures of my financial institution to transfer funds, failure of mine to maintain sufficient funds in the paying account, or for any failure of transfer due to problems arising from the electronic funds transfer system.

Your signature \_\_\_\_\_ Date \_\_\_\_\_

Office use only		
Received Date	Processed Date	CSR