Autopay Application & Information
City of Warrenton Finance Department
Hours: 9 AM—5 PM Monday thru Friday
PO Box 250
Warrenton OR, 97146
(503)861-2233

Your bill is paid automatically through your checking or savings account! No checks or postage stamps! Paying bills takes a lot of time, but our Auto-Pay Plan makes it easier. When you sign up for the Auto-Pay Plan, payment of your City of Warrenton utility bill is made automatically through your bank account. Whether you're traveling or just too busy, the Auto-Pay Plan ensures that your bill is always paid on time—one less thing for you to worry about! It's so convenient—no checks, no stamps, no hassles. And, it's free!

First, return the completed application to our office along with a voided check or deposit slip.   You'll have plenty of time to review your bill before the due date, so if you have questions with your bill, we can resolve them before your payment is withdrawn.

Second, continue to pay your bills by check until you receive a bill that says "Do Not Pay." That's how you know the Auto-Pay Plan is doing the bill paying for you.

Each month you'll have plenty of time to review your bill before the due date, so if you have questions about your bill we can resolve them before your payment is withdrawn. Payments can not be canceled after the 15th of the month.

Frequently Asked Questions

Will I keep getting a bill?
You will continue to receive a monthly statement, well before your payment due date, so you'll have plenty of time to review your account statement.

When are payments deducted?
Payments are deducted on the due date shown on your statement.

What if there is a problem with my bill?
Call us as soon as possible and we can review your account with you. Payment can not be canceled after the 15th of the month.

What if I change bank accounts?
Let us know as soon as possible. We'll have you send in a new application and a voided check or deposit slip from the new account. Once we receive your completed application, deduction from your new bank account may take 1—2 billing cycles to begin. Auto-Pay Payments may be drawn on your old account in the interim.

What if I change my mind?
No problem. Simply inform us in writing that you wish to cancel your participation in the Auto-Pay Plan. An Auto-Pay cancellation request form is available on our website at www.ci.warrenton.or.us under Utility Billing. Cancellations made by the 15th of the month will take effect immediately. Cancellations made after the 15th will take effect the following month.

Still not sure if Auto-Pay is for you?
Please call us at (503)861-2233 for more information.

Retain for your records

I applied for the Auto-Pay Plan on: I have authorized the City of Warrenton to withdraw my
_____   monthly utility bills from:_____

Please understand that you may cancel your Auto-Pay Plan at any time by providing the City of Warrenton with written notification to that effect. An Auto-Pay cancellation request form is available on our website at www.ci.warrenton.or.us under Utility Billing. Cancellations made by the 15th of the month will take effect immediately. Cancellations made after the 15th will take effect the following month.
Your financial institution or the City of Warrenton may also cancel the Auto-Pay Plan. At that time, the City of Warrenton would resume regular billing.
Remember to pay your bill with a check until your bill states "AutoPay—Do Not Pay."

Application for Autopay

Name: _____

Service Address: _____

Telephone #: _____

City of Warrenton Account#: _____

I authorize the City of Warrenton Utility Billing to initiate debit withdrawals, and the financial institution listed below to transfer payment, for and in the amount of my monthly utility bills from my:

Checking Account   **OR**   **Savings Account**
Enclose a voided check ☐   Enclose a deposit slip ☐

Bank Name:
_____

Name on Bank Account: _____

Authorized Signature: _____

Date: _____

This authorization shall remain in effect until canceled in writing.
Checking account deposit slips cannot be accepted in lieu of voided check.

FOR OFFICIAL USE ONLY

CHECKING   **SAVINGS**

Account#_____ Routing #_____

Prenote Date: _____ 1st Debit Date: _____

Employee Initials _____