

## City of Oviedo Automated Bill Pay

Automatic Bill Pay for utility accounts is now available!

Here's how it works:

Your pre-authorized payment will be debited directly from your checking or savings account for the exact amount of your monthly utility bill. This transaction will occur on your billing due date.

An authorization agreement is to be completed by the person in whose name your City utility account is listed to begin this service. Please be aware if your bank is a credit union, brokerage firm or small banking institution, you will need to confirm your bank routing and account number. It may be different than the number shown on your actual check.

Mail or bring in this authorization agreement along with a voided check or savings withdrawal slip to our office, 400 Alexandria Boulevard, Attention: Utility Billing, Oviedo, Florida 32765. Please include a daytime phone number in case we need to contact you.

Normally, this process can be completed in 30 days; however, if the City's bank needs confirmation verification, this process can be delayed. A message will appear on your utility bill beneath the service charges stating "Bank Draft – Do Not Pay," when your automatic bill pay service is active.

Please check your utility bill monthly for the bank draft processing message to ensure the payment is being processed.

If any time you wish to stop this automatic draft from being processed, we will need **written** authorization 15 days prior to normal bill date to revoke this pre-authorized payment. Additionally, if you close your bank account for any reason, we will need **written** notification of the change. Please note that if you close your bank account without notifying the utility department in writing, a \$25.00 or 5% of the check (which ever is greater) Non-Sufficient Funds (NSF) fee will be charged to cover the costs of processing the draft.

If you have any questions, please feel free to call our customer service number at (407)971-5535 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.



400 ALEXANDRIA BOULEVARD • OVIEDO, FLORIDA 32765

**AUTHORIZATION AGREEMENT FOR AUTOMATED BILL PAY**

Please Type or Print Clearly

UTILITY ACCOUNT HOLDER'S NAME:	
UTILITY ACCOUNT NUMBER:	
HOME TELEPHONE NUMBER:	
DAY TELEPHONE NUMBER:	

I hereby authorize the City of Oviedo to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit entries in error to my account indicated below and the financial institution named below to debit and/or credit the same to such account.

**\*A VOIDED CHECK FOR CHECKING ACCOUNTS OR DEPOSIT SLIP FOR SAVINGS ACCOUNTS MUST BE ATTACHED (IF USING YOUR SAVINGS ACCOUNT, PLEASE VERIFY YOUR ROUTING AND ACCOUNT NUMBER DIRECTLY WITH YOUR FINANCIAL INSTITUTION).**

Financial Institution:

Financial Institution's Address:

City  State  Zip

Telephone Number of Financial Institution:

Checking  Savings

Transit/ABA Number/Routing Number:

Account Number:

**Completed form may be faxed to:  
(407) 971-5806**

This authority is to remain in full force and effect until the City has received written notification from me of its cancellation in such time and such manner as to afford the City and the financial institute a reasonable opportunity to act on it.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Account Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if different from above)

**\*The City is not responsible for incorrect routing numbers.**

**PLEASE NOTE: When your automatic bill pay withdrawal is active, a message will appear on your utility bill stating "Bank Draft – Do Not Pay"**

