



CITY OF PITTSBURG
 FINANCE DEPARTMENT – UTILITY BILLING
 65 Civic Avenue
 Pittsburg, California. 94565-3814
 Telephone: (925) 252-4940

AUTOMATIC DIRECT PAYMENT REQUEST

The City of Pittsburg is hereby authorized to debit entries to the account at the financial institution named below for the purpose of processing payment for the Water and Sewer “Utility Account” also named below. **Payment will be deducted from this respective account five to seven working days prior to the actual utility account billing due date.**

NEW APPLICATION

UPDATE APPLICATION

 Bank Name

 Branch

 Bank Routing Number

 Bank Account Number

Type of Account: Checking

Savings

This authority is to remain in full force and effect until the City of Pittsburg has received written notification of its termination in such time and manner as to afford the City of Pittsburg and my financial institution a reasonable opportunity to process such notification.

 Name on Utility Billing Account
 (Please Print)

 Utility Billing Account Number

 Contact Phone Number

 Service Address

 Email Address

 Signature

 Date

IMPORTANT: PLEASE ATTACH A COPY OF YOUR VOIDED CHECK TO THIS FORM

[l:/waterdept/forms/automaticdirectpaymentrequest](http://waterdept/forms/automaticdirectpaymentrequest)

FOR CITY STAFF USE ON LY: CUST #: _____ APPROVED BY: _____ DATE: _____