



Credit Card Recurring Payment Authorization

Convenient...

Now there's an even easier way to pay your water, sewer and trash bill every month. With this automatic payment service, you'll save time and money in several ways.

When you enroll in *Recurring Credit Card Payment*, you automate the payment of your monthly water, sewer and trash bill. You can forget about writing checks, buying stamps, mailing payments, making phone calls, or paying in person. And there's no more worries about missed payment deadlines when you're out of town on business or vacation.

Simple to Manage...

1. You'll receive a regular bill showing your water usage, the amount due, and the due date.
2. Payment will be automatically charged to your credit card on the due date, or the next working day, should the due date fall on a weekend or holiday.
3. The City does not charge for this service.
4. If you have a question about your bill, you can call City Hall at 636-583-3600.

It's easy to enroll...

Simply complete the attached *Credit Card Recurring Payment* authorization and return it to:

Union City Hall
500 E. Locust St.
Union, MO 63084

There's an outside drop box at this address for your convenience...you may also drop the form there.

Terms and Conditions...

- Please notify the City within 5 days of receiving your bill if you notice any abnormality.
- The City does not charge for this service.
- You or the City, may discontinue this service with 10 days written notice.
- Please continue to pay your water bill in your usual manner until a message is printed on the bill indicating that it will be paid by *Credit Card Payment*.
- If your credit card payment is refused by your credit card company for any reason, a \$25 fee will be assessed and your recurring payment will be cancelled.
- Please keep this brochure for your records.
- Be sure to call the office when your card expires and you receive a new card.

PLEASE RETURN THE ATTACHED AUTHORIZATION FORM TO CITY HALL. RETAIN THE REST OF THIS BROCHURE FOR YOUR RECORDS.

NOTE: When your card expires, remember to call our office with new expiration date. Card will not be charged if expiration date is not correct.

Please check the appropriate box below:

- This is a new *Credit Card Recurring Payment* Application.
- I have changed my credit card information as follows.
- I wish to discontinue *Credit Card Recurring Payment*.

Name as it appears on your credit card

Credit Card Number

Expiration Date on front of Credit Card

Service Address

Account Number

Daytime phone number

Please read and sign below.

I certify that I am the owner of the utility account for which I am applying Credit Card Recurring Payment and hereby authorize the City of Union and the credit card company to charge my City of Union utility bill to the above listed credit card for each billing cycle. I understand that my credit card bill statement will reflect these charges on the 15th of each month, or the nearest working day thereafter.

Signature

Date

NOTE: When your card expires, remember to call our office with new expiration date. Card will not be charged if expiration date is not correct.