



## CITY & BOROUGH OF SITKA AUTOMATIC PAYMENT (AUTO-PAY) BY CREDIT CARD

Initial Request                       Change                       Cancellation

This agreement between the Customer and the City & Borough of Sitka (City) authorizes the City to collect payments for utility bills by charging the Customer's credit card.

CUSTOMER NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

CITY UTILITY ACCOUNT NO.: \_\_\_\_\_ - \_\_\_\_\_

HARBOR MOORAGE ACCOUNT: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_ (leave blank for Harbor Accounts)

NAME: \_\_\_\_\_  
(As it appears on credit card)  
CREDIT CARD TYPE: \_\_\_\_\_ VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ DISCOVER  
CREDIT CARD NO.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_ / \_\_\_\_\_      CCV CODE: \_\_\_\_\_

As an enrollee in this program, I understand that:

1. I will receive a bill each billing cycle (monthly or quarterly) even though I am on the automatic credit card payment plan. It will tell me the amount of my bill that was charged to my credit card account.
2. If I enroll after my bill has been generated, I will need to make payment arrangements for that month's payment. The next cycle's payment will be automatically charged to my account.
3. The payment will be charged to my credit card account the day my bill is generated.
4. No more than one credit card company will be billed for each utility/harbor account.
5. If my credit card number changes, I will notify the City of the new account number. **I will also notify the City of a change in the credit card expiration date because the expiration date is necessary to process my payment.** If I fail to provide this information prior to the payment date and the City is unable to process my payment, I will be responsible for an alternate payment arrangement and any late fee or non-sufficient funds charge that results.
6. I will notify the City at (907) 747-1818 if I wish to cancel this agreement.
7. The City may cancel this agreement at any time with written notice.

By signing this authorization, the Customer acknowledges that he/she has read and agrees to all of the above.

CUSTOMER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please return this form to City & Borough of Sitka, 100 Lincoln Street, Sitka, AK 99835 or  
Fax to (907) 747-4779. For more information call Utility Customer Service at (907) 747-1818 or 747-1881.**