



City of Grass Valley Automatic Payment Authorization Form

1. Name on the City of Grass Valley Account: _____
2. City of Grass Valley Account Number: _____ - _____
3. Name of the bank from which billing amount will be withdrawn: _____
4. Type of Bank Account: Checking Savings
5. Bank Transit Routing Number (nine digits): ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____
6. Bank Account Number: _____
7. Name(s) that appears on bank account check or statement: _____
8. Earliest date that first automatic withdrawal can take place: ____ - ____ - ____

Attach a voided check for the checking or savings account listed above

I authorize City of Grass Valley, my utility billing service company to withdraw from the account listed above, my monthly amount due for water and/or wastewater services as of the date specified above.

Signature

Date Signed

Printed Name of above signature

Instructions:

- Fill in the information regarding your water, sewer and trash account in boxes 1 and 2.
- Fill in the information regarding your bank account you are going to use to pay your monthly water, sewer and trash bill in boxes 3 through 7.
- Tell us the earliest date (in section 8) that automatic payments can begin to be debited from your bank account. Please note that regardless of selected date, ACH may take up to 2 billing cycles to take effect.
- Sign, date and print the name of the person who signed at the bottom of the form.
- **Attach a voided check.**

Return completed form and voided check to:

City of Grass Valley
Attn: Automated Bill Payment
Ancona Office Centre
21410 N. 19th Ave, Ste 201
Phoenix, AZ 85027

Information about automatic payment of your utility bill:

Notification of ACH payment date and amount will appear on your electronic billing statement which can be accessed at <https://grassvalley.gwfathom.com>. Please continue to remit payments manually until this notification is received. If there are any questions or concerns please contact Customer Service at the phone number listed below.

Customer Service: 1 (866) 306-4009, Monday-Friday 7:30am to 5:30pm



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AutoPay Terms & Conditions

When enrolled in AutoPay, your bank account will be debited each month automatically. The total amount due will be applied to your FATHOM account on the due date. Please note that regardless of “earliest date” entered on previous page, AutoPay may take up to 2 billing cycles to become effective. During this time any balances will need to be paid manually by the account holder. If a transaction is returned by your financial institution for any reason, return check charges may apply. After two late or returned payments, the utility account will automatically be un-enrolled from AutoPay.

Billing statements will be made available to you electronically and will not be sent in paper format via US Mail unless specifically requested. At any time, you can view your bill online and if you need to edit or cancel the pending payment you can do so by contacting our customer service team.

It is your responsibility to ensure that FATHOM has your current email address in order to communicate with you about your account. The email account on record for your account is your FATHOM username. If you need to change your email on record you may log in to this website and change it on the “Your Account” page under change username. If email is returned to FATHOM as “undeliverable”, this in no way releases the account holder of record of responsibility for payment.

You may request that the AutoPay service be discontinued at any time by calling our customer service team. If there are pending payments at the time the account is un-enrolled, you will not be able to cancel the payment.

Your personal information will not be sold or distributed without your consent. Please reference the Privacy Policy for more information.

Email Address

Signature

Date Signed

Printed Name of Above Signature

Date Signed

