



City of Oakridge
Utility Billing
P.O. Box 1410
Oakridge, OR 97463

(541)782-2258
(541)782-1081 Fax

EFT

ELECTRONICS FUNDS TRANSFER AUTHORIZATION FORM

FROM: _____ PHONE: _____
(Please print name)

Your utility account must have a zero balance.

Payment of the current balance by credit/debit card, check or cash is necessary.
I authorize The City of Oakridge to transfer funds from my bank account each month to cover my monthly utility billing. I understand that I control my payments, and if at any time I decide to stop a payment or to discontinue this payment service, I will notify the City in writing.

Utility Account Number _____

Financial Institution's Name _____

ABA or Routing Number _____

Bank Account Number _____

The above bank account is: (please check one) Checking _____ Savings _____

Your payment will be processed on the due date shown on your bill or the first business day thereafter. This due date is 20 days from the date the bill is printed and mailed.

Date: _____ Signature: _____

Please attach a voided check.

DIRECT PAYMENT
THROUGH ELECTRONIC FUNDS TRANSFER

EFT

Paying your Utility Bill is now as easy as an automatic transfer from your bank account, and there is no extra charge for this service. Complete the reverse side of this form, sign, and attach a voided check with your banking information (ABA or Routing number and savings or checking account number). If you have questions or need any assistance with EFT, please call 541.782.2258 within the state of Oregon or return the form to City Hall:

Attn: Utility Billing Clerk
P. O. Box 1410
Oakridge, OR 97463

It takes about 10 days to do our "prenote" process to verify your direct payment information with your bank. The electronic payment begins with the next billing after you sign up. If your utility account is not at a zero balance when you sign up, you will need to pay your current balance by credit/debit card, check or cash. Your bank will be notified each month, thereafter, of your billing amount. The bank will automatically pay that amount from your bank account.

You will continue to receive a monthly billing statement with a message at the bottom of the bill indicating payment will be made by Electronic Funds Transfer. Your payment will be processed on the due date shown on your bill or the first business day thereafter.

Your EFT payment will be clearly identified on your monthly bank account statement and show as a "payment" on your utility bill. Be sure to enter your billing amount in your check register as a "deduction" each time you receive your bill, but do not mail us a check.

Your utility account will be assessed a \$15 processing fee for any EFT payments that are declined by your bank. Three declined payments in a 12-month period will result in removal from the EFT program.