

City of San Clemente
910 Calle Negocio
San Clemente, CA 92673



Email: waterbilling@san-clemente.org
Website: <https://www.san-clemente.org>
Phone: (949) 361-8315 / Fax: (949)-361-8285

The City of San Clemente offers an Auto Pay option to pay your monthly municipal service bill through your checking account. Payments will be deducted on or around the due date on the monthly statements. To enroll, fill out the Authorization Agreement on the reverse side, **attach an original check from your checking account with "VOID" written across it**. Send the Authorization Agreement with the voided check to the City of San Clemente with your next payment. Once the agreement is received, it will take at least one billing cycle before the Auto Pay is activated. When the Auto Pay is activated, your statement will display "AUTO PAY-DO NOT PAY" on the remittance portion of your bill.

Important Note: *Please continue to remit your payment until your statement shows the "AUTO PAY-DO NOT PAY" notation.*

If you have any questions regarding Auto Pay, please call Utility Billing at (949) 361-8315 during regular business hours.

AUTO PAY AUTHORIZATION AGREEMENT

Service Account Number (listed on your municipal service bill) _____ Daytime Phone _____

Name (please print) _____ Service Address _____

Bank Account # _____ Bank Routing # _____

Authorized Signature _____ Date _____

I hereby authorize City of San Clemente to deduct funds from my account at the financial institution listed above to pay my monthly municipal service bill. City of San Clemente may initiate a direct debit for total amount due. Returned payments will incur additional fees and must be replaced immediately to avoid possible disruption of water service.

I understand that the authorization is to remain in full effect until the City of San Clemente has received written notification to terminate this agreement, at least 3 business days in advance of the next scheduled payment. I also understand that the City of San Clemente may stop my participation in this service if necessary.