



# Auto-Pay via Bank Account

**INSTRUCTIONS:**

- Attach a voided check to this form. **DO NOT SEND DEPOSIT SLIPS.**
- This authority is to remain in full force and effect until the Company has received written notification from me (or either one of us) of its termination in such time and manner as to afford the Company a reasonable opportunity to act on it.

Full Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: (Optional - For Joint Account) \_\_\_\_\_

**BILLING ADDRESS:**

Street \_\_\_\_\_

City \_\_\_\_\_

State, Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

**SERVICE ADDRESS: (if not the same)**

Street \_\_\_\_\_

City \_\_\_\_\_

State, Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

Billing Account No. \_\_\_\_\_ Email (optional) \_\_\_\_\_

PLEASE NOTE: Because auto-pay requires a routing confirmation from your financial institution, payments will not be processed from your account until your next billing statement. Commercial customers will be processed monthly in arrears. Residential customers will be processed quarterly in advance. Any open invoice should be paid by credit card, check or cash or your 1st autopay charge will include any open invoice plus the invoice for the current billing period. Please notify Milpitas Sanitation if you close your bank account or if your information changes.

**THERE WILL BE A RETURNED ITEM FEE FOR ANY PAYMENTS REJECTED BY OUR BANK.**

Please return form to:

Milpitas Sanitation - Billing Dept.  
PO Box 1738  
San Leandro, CA 94577-0173

Customer Name (Individual) \_\_\_\_\_

I (We) authorize Milpitas Sanitation, Inc. (Company) to initiate variable entries to my (our) account described below:

Checking Account No. \_\_\_\_\_

Routing Number \_\_\_\_\_

Financial Institution's Name \_\_\_\_\_

Financial Institution's Address

Street \_\_\_\_\_

City \_\_\_\_\_

State, Zip Code \_\_\_\_\_

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