



# City of Buellton Automatic Payment Options and Online Billing Portal Registration

**Do you have a “free” Auto Pay program?** Yes, our Bank Draft (ACH) program does not have a fee. Payments are drafted from a Checking Account on/about the 16<sup>th</sup> of each month.

**How do I enroll in Bank Draft (ACH)?** Complete Bank Drafting Agreement (on reverse side) and return with a Voided Check (image of a check or bank letter confirming routing/account info is acceptable).

**What payment methods are accepted for Auto Pay?** You may “Enroll in auto pay” through the online billing portal using a Debit Card, Credit Card or eCheck. A fee of \$1.25 is charged by Municipal Online Payments for all Debit/Credit Card payments. No fee for eCheck.

**Is there a fee to have an online account to view my bill and account history?** No, the online billing portal is free for inquiry purposes. The fee only applies to payments made through the online billing portal.

**What other payment options are available?** You may make a one-time payment on your account through the online billing portal (\$1.25 fee applies), or pay by cash, check, money order, your bank’s Bill-Pay service, call or stop by office with one-time credit card. We do not keep credit card information in office for future use. Payments are due by the 20<sup>th</sup> of each month. Online banking Bill-Pay - allow 7 days mailing time.

## How do I create an online profile, view account and make payments online?

**Don’t have an online account yet? Registration is easy! Have your current bill handy.**

1. Go to <https://www.municipalonlinepayments.com/buelltonca/utilities>
2. Click “Sign In or Sign Up” button.
3. On next screen select “**Register**” link (below Login button)
4. Enter your email address, create password, enter name and phone number, click “Register”
5. Verify your email address - a link will be sent to your email to confirm
6. Log in with Email and Password you just created
7. On “Manage Accounts” page, click “Add Account” button

### Refer to your bill for:

8. Account Number (with dashes)
9. Last Payment amount (no \$ symbol)

**New utility accounts:** last payment is **10.00**

You may add other accounts to same login, if applicable

Manage accounts	
Accounts <span style="float: right;">+ Add account</span>	
00-00000-000	\$100.00
Due Date	After Due Date Pay
1/20/2021	\$100.00
Billing Date	Penalty Date
12/25/2020	
Service From	Service To
11/25/2020	12/25/2020
Service Address	
107 W HIGHWAY 246	
PREVIOUS BALANCE	\$100.00
<b>PAYMENTS</b>	<b>(\$100.00)</b>
PENALTIES	\$0.00
ADJUSTMENTS	\$0.00
PAST DUE AMOUNT	\$0.00

### New and Current users – to enroll in Auto Pay:

Login (Step 1) – or from “Utility Payment Home”

10. Click “Enroll in Auto Pay” from list, then select “Enroll” next to account
11. Select Payment Day, enter Credit/Debit card information or select “Enter new eCheck” radio button for eCheck. Click “Enroll Now”

The screenshot shows the 'Utility Payment' portal with a sidebar menu on the left containing options like Home, Manage accounts, Account detail, Transactions, Consumption, Service requests, and Communications. The main content area displays a 'Welcome back' message for 'BUELLTON' with a current balance of \$0.00 due on 2/20/2021. A 'Pay now' button is visible. On the right, there are buttons for 'Pay bills', 'Enroll in auto pay' (circled in red), and 'Schedule payment'. Below these are sections for 'Last payment' (paid 2/8/2021), 'Current bill' (billed 1/26/2021, due 2/20/2021), and an 'Announcement' regarding City Hall Lobby closure.

Please contact our office with any questions at: [utility@cityofbuellton.com](mailto:utility@cityofbuellton.com) or 805-686-0137

# City of Buellton

## Bank Drafting Agreement

### Authorization Agreement

I hereby authorize the City of Buellton to instruct my financial institution to make my utility payments from the account named below.

Payments will be deducted around the **16<sup>th</sup> of each month** following the billing.

I understand that I control my payments, and if at any time I decide to discontinue this payment service, I will notify the City of Buellton **30 days prior** to discontinuation of this service.

Please commence service around the **16<sup>th</sup> of the following month**. **The City will need to receive your completed Bank Drafting Agreement no later than the 5<sup>th</sup> of the month that service will begin.**

### Service Information

Account in the Name of: \_\_\_\_\_

Service Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

### Account Information

Name of Financial Institution: \_\_\_\_\_

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

Checking Account Number: \_\_\_\_\_

### Signature

Authorized Signature (Primary): \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature (Joint): \_\_\_\_\_ Date: \_\_\_\_\_

**Attach a voided check** and return this form to the City of Buellton, PO Box 1819, Buellton, CA 93427 **Or drop off in silver "Payment" drop box at City Hall - 107 W Highway 246, Buellton**

**Original signatures only; Fax signatures will not be accepted**

