

**CITY OF HILLSBORO - UTILITY BILLING
ELECTRONIC FUNDS TRANSFER
ENROLL – CANCEL – CHANGE**

Electronic Funds Transfer (EFT) will automatically deduct funds from your checking or savings account on a regular basis and shall remain in effect until canceled in writing.

If you choose to start, cancel, or change EFT, fill in the required fields below and return to the City of Hillsboro Utility Billing Department, Civic Center, 150 E. Main St., Hillsboro, OR 97123-4028, or by fax 503-681-6213. Questions, contact the business office at 503-681-6163.

You will continue to receive a utility bill in the same billing cycle as you currently do, allowing you time to review the charges and notify the Utility Department of any discrepancies.

After you sign up for EFT, continue to pay your utility bill as you normally have until you receive a utility bill that states, **“Electronic Funds Transfer – DO NOT PAY.”** There could be a delay of 2 billing periods before EFT is activated, as your bank account information you provide to us must be verified before we can initiate automatic deduction.

The payment will automatically be deducted from your bank account on the Friday of the due date shown on your utility bill. For example, if your bill due date is on a Monday, it will not be deducted from your bank account until Friday of that same week.

If you wish to cancel or change EFT, notify the City of Hillsboro Utility Billing Department in writing at least one week before the due date of your utility bill.

EFT Request Start Cancel Change
Utility Account & Customer No. _____
Customer Name _____
Service Address _____
Bank Name _____
Bank City/State _____
Name on Bank Account _____
Account Type Checking Savings
Routing Number _____
Account Number _____
Email address _____
Phone number _____

ELECTRONIC DEBIT AUTHORIZATION

I hereby authorize the City of Hillsboro (“City”) to initiate debits and/or corrections to the financial institution indicated. The financial institution is authorized to debit and/or correct the amounts to the Account Number identified above. This authority is to remain in full force and effect until City has received written notification from me of its termination in such time and such manner as to afford the City and Depository a reasonable opportunity to act on it.

I acknowledge that (1) the payment of my water/sewer/surface water management(SWM)/transportation utility fee(TUF) bill will occur automatically no earlier than the due date on my utility bill by electronic debit to my bank account whether or not I have seen or approved the utility bill; (2) the dollar amount to be debited to my bank account will change from billing period to billing period based on my water meter readings and I agree to hold the City harmless from any claim of damage caused by reason of the making of the electronic debit or the amount thereof; (3) any adjustments to my utility bill based on usage or other agreement between myself and the City will occur after the amount of the original bill has been debited to the account; (4) the City’s policies and procedures applicable to Non-Sufficient Funds (NSF) checks will be fully applicable to an NSF electronic debit; (5) failure to pay my utility bill by reason of an NSF electronic debit may result in the shut-off water services for my water/sewer/SWM/TUF service account; and (6) the City may terminate my electronic debit privileges in the event of an NSF electronic debit. I represent and warrant that I have the full right and power to authorize the electronic debiting of the account identified above. I will pay the attorneys fees and costs incurred by the City to collect the water/sewer/SWM/TUF bill in the event my water/sewer/SWM/TUF is not paid when due, or to defend an action where I have agreed to hold the City harmless, whether or not litigation is commenced, and if litigation, mediation, arbitration or trial is commenced, attorney fees and costs incurred by City therein, and on any appeal there from.