City of Prescott
P.O. Box 2059
Prescott, AZ 86302

Phone: (928) 777-1291
Fax: (928) 777-1255
TDD: (928) 778-5680

Surepay Authorization Form

INSTRUCTIONS:

1 Print this form and fill out completely.
2 Attach voided check or savings form.
3 Mail to above address.
4 Continue to pay your bill until it indicates that Surepay has been activated.

_____ – _____ – __
UTILITY ACCOUNT NUMBER

LAST NAME _____ FIRST NAME _____ DAYTIME TELEPHONE NUMBER ___ – ___ – ____

☐ For a CHECKING account: Attach a check with "void" written on the front.
(We cannot process this form without it)

☐ For a SAVINGS account: Attach a preprinted form from your financial institution, or hand write the following:

Your financial institution's routing # (must be 9 digits) _____ Your account number _____

Check with your financial institution to be sure that you have given the correct routing and account number to use through the ACH (Authorized Clearing House). You are responsible for providing us with the correct information. The City of Prescott is not liable for any debits to an erroneous account.

AUTHORIZATION STATEMENT:
I authorize and request the City of Prescott to debit my utility bill to my account in the financial institution above. I also authorize and request the financial institution above to accept any debits to my account from the City of Prescott. I acknowledge that this Surepay does not relieve me of responsibility for payment in the event the financial institution does not make payment on my behalf for any reason or the City of Prescott does not submit a request for payment to the financial institution for any reason.

Signature _____ Date _____

Attach check/form here.