



City of Prescott  
201 S. Cortez Street  
Prescott, AZ 86303

Phone: (928) 777-1291  
Fax: (928) 777-1244  
TDD: (928) 778-5680  
Email: [utility.billing@prescott-az.gov](mailto:utility.billing@prescott-az.gov)

## Surepay Authorization Form

Instructions:

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

\_\_\_\_\_  
Utility Account Number

\_\_\_\_\_  
LAST NAME FIRST NAME

\_\_\_\_\_  
DAYTIME PHONE NUMBER

EMAIL ADDRESS -  SIGN UP FOR E-BILLING

For a CHECKING account, attach a check with "VOID" written on the front  
WE CANNOT PROCESS THIS FORM WITHOUT THE CHECK

For a SAVINGS account, attach a preprinted form from your financial institution, or handwrite the following:

Your financial institution's ROUTING NUMBER - 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 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 Voided Check  
or Savings Form Here