

# City of Billings, Montana - Public Works Department

To sign-up for **Auto-Pay** for your water and wastewater (sewer) account, please do the following:

1. Click the print icon at the top of your screen to print this document. The Auto-Pay Authorization Form is located at the bottom of this page.
2. Fill in your account information, financial institution information, and your mailing address. Don't forget your signature authorizing auto-pay.
3. Detach the Auto-Pay Form from the bottom of this page and mail it along with a copy of your voided check or deposit slip to:

**Water/Wastewater Accounting  
Public Works Department  
P.O. Box 30958  
Billings, MT 59111-0958**

**Important:** If you have recently received a bill from us, be sure and pay it as usual. We will process your request and Auto-Pay will start with your next bill.

If you have any questions or concerns, please feel free to contact us at (406) 657-8322.

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City of Billings, Montana - Public Works Department

Date: \_\_\_\_\_

## **Auto-Pay AUTHORIZATION FORM**

Water/Wastewater Account # \_\_\_\_\_ - \_\_\_\_\_

Name & Address of Financial Institution

Name(s) \_\_\_\_\_  
(as shown on your utility bill)

\_\_\_\_\_  
\_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Account #

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

\_\_\_\_\_  
 Checking Account     Savings Account

We authorize the Public Works Department to deduct from the above specified account all bills for water/wastewater service. The Public Works Department has the right to cancel my/our use of **Auto-pay**. I/We will notify the Public Works Department in writing to cancel my/our use of **Auto-Pay**.

Signature of Account Holder(s) \_\_\_\_\_  
\_\_\_\_\_

**Enclose a copy of your voided check or deposit slip with this form.**

Please call (406) 657-8322 for more information on **Auto-Pay**