



Electronic Funds Transfer (EFT) Application

PLEASE PRINT CLEARLY

Municipal Services Account Information		<input type="checkbox"/> Own	<input type="checkbox"/> Rent	<input type="checkbox"/> Business
First Name	Last Name			
Name of person making request				
Daytime Phone	Alternate Phone			
Service Account Number	Service Address			
Checking Account Information				
Name as shown on Financial Institution's Records				
Financial Institution's Name	Account Number			
Financial Institution's Address	Financial Institution's Phone			

I authorize the City of Monrovia to deduct funds from my account at the financial institution listed above to pay my Municipal Services Bill. I understand that I can stop these automatic payments if I notify the City of Monrovia in writing. I also understand that the City of Monrovia can stop my participation in this program, if necessary.

Applicant Signature

Date

Please submit completed form along with a VOIDED check to our office in person or by standard mail to: City of Monrovia, Attention: Finance Department, 415 S. Ivy Ave. Monrovia, CA 91016

PLEASE ATTACH ORIGINAL VOIDED CHECK HERE

For official use only:

Date received: _____

Date of first EFT payment: _____

Date processed: _____

Initial: _____

Sign up today to the City of Monrovia's EFT Program!

- No checks to write
- No due dates to remember
- No remittance to mail
- No postage to pay
- No more late fees

What is the EFT Program? The EFT (Electronic Fund Transfer) Program is a convenient way to pay your utility bill at no extra cost to you. We will automatically deduct the amount of your monthly utility bill from your checking account on the bill due date.

How do I sign up? Complete and sign the EFT Application form, attach a voided check and return it to:

City of Monrovia
Finance Department
415 S. Ivy Avenue
Monrovia, CA. 91016

How much does joining the EFT Program cost? The City of Monrovia does not charge for this service. It is FREE. Charges will only be assessed for insufficient funds or closed accounts at \$25.00 for the first offense and \$35 for the subsequent ones.

Will I receive a monthly utility bill? Yes. Your monthly bill will be mailed to you more than two weeks prior to the bill due date. You will be able to review your bill and contact us if you have any questions.

When will my payment be deducted from my checking account? Your payment will be deducted on the due date that appears on your utility bill or the preceding business day if the due date falls on a holiday.

When will the EFT automatic payment start? Application processing takes approximately two (2) weeks. Once enrolled, the message on the bottom of your utility bill will state "Do not pay. EFT funds will be deducted on your bill due date." Continue to pay your bill until this message appears on your monthly bill.

How do I discontinue participation in the Program? Simply submit a completed cancelation form to us and we will cancel all future EFT payments. The City must receive the cancelation notice fifteen (15) days prior to your next bill due date to ensure timely cancelation of your payment.

**City of Monrovia
Finance Department**
415 S. Ivy Avenue, Monrovia, CA. 91016
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Business Hours: Monday – Thursday 7am – 6pm • Friday 7am – 5:30pm