



PreAuthorized Payments (PAP)

PreAuthorized Payment service makes paying your utility bill easy. Sign up for this service and your bill will be paid automatically on the due date through a deduction from your checking account each month. You will still receive your utility bill each month, but with PAP you don't need to write a check. Simply deduct the bill amount from your check register and you are done!

To sign up, simply fill out the "Authorization" form on the reverse side, and attach a voided check (deposit slips not accepted). You may drop it off at the City Of Tracy, Finance Department, mail it to 333 Civic Center Plaza, Tracy or email it to customerservice@ci.tracy.ca.us. You may also enclose it in the return envelope with your next payment for utility services. This "Authorization" form is also available for download at the City website: <http://www.ci.tracy.ca.us/?navid=76>

eCare-Electronic Paperless Billing

A. eCare and Credit Card

Sign up now for eCare online billing and start receiving your bill via eMail. Through eCare you may pay your bill online with a credit card (Visa or MasterCard). eCare is available, free of charge, to all residential customers. eCare provides you with an electronic version of your paper bill that can be viewed securely from your computer via the internet. Through eCare, you can also view your billing and service history.

With a click of the mouse, you can pay your bill on-line with your Visa or Mastercard. Credit card payments are **not automatic** and you **must** check your online billing statement monthly, and authorize payment by the due date. Payments received past the due date will be subject to late fees/penalties.

B. eCare and PAP

To make things easier, use eCare to receive your billing online **and** sign up for PAP as outlined above. Utility bills will be sent via eMail and your payments will automatically be charged to your checking account on the due date. No checks! No Stamps! No Hassles!

eCare is available at <https://ecare.ci.tracy.ca.us> Have your utility bill readily available. Your account number can be found in the upper right hand corner of your utility bill.



Finance and Administrative Services Department
333 Civic Center Plaza • Tracy • CA • 95376-4062
Phone: 209-831-6800 • Fax: 209-831-6846
eMail: Customerservice@ci.tracy.ca.us
<http://www.ci.tracy.ca.us/>

AUTHORIZATION FOR AUTOMATIC PAYMENT OF UTILITY BILL (PAP)

I hereby authorize the City of Tracy to initiate debit entries (and if necessary, credit entries and adjustments for any debit entries in error) to my account(s) listed below. I also authorize the Financial Institution named below to debit and credit the same entries to such account(s).

Financial Institution	Transit/Routing Number*	Account Number
_____	_____	_____

Bank Location (address for Financial Institution from front of check):

PLEASE ATTACH A VOIDED CHECK

* The Transit/Routing Number is located at the lower left hand corner of your check (usually the first 9 digits). If you are unsure of this number, please check with your financial institution. The Transit/Routing number and bank account must be listed exactly as they appear on your check and you must attach a voided check (deposit slips not accepted).

LIST BELOW ALL ACCOUNTS TO BE AUTOMATICALLY PAID:

_____	_____
City Of Tracy Account Number	Service Address
_____	_____
City Of Tracy Account Number	Service Address
_____	_____
City Of Tracy Account Number	Service Address

This authorization shall remain in full force and effect until the City of Tracy has received written notification from me of its termination in such time and in such manner as to afford the City of Tracy and the Financial Institution a reasonable opportunity to act on it. I understand that failure to ensure sufficient funds to cover the debit of my account for the amount listed on my utility bill is sufficient cause for termination of this agreement by the City of Tracy Finance Department. Additional charges may be assessed to my utility account and the City of Tracy may terminate my utility services in such circumstance.

_____	_____
Name (Please Print)	Social Security / Driver's License Number

X	()
_____	_____
Signature	Date Phone

Please return original signed application to City Of Tracy – Keep copy for your records
Please note: Preauthorized Payment Service will generally begin with the new bill following receipt of this application. However, continue to pay your bill until the message "AUTOPAY DO NOT PAY" appears on your payment stub.