

# Automatic payment of your City of Longview utility bill is simple!

## Q&A: Questions and Answers about Automatic Payment of Utility Bills

The City of Longview offers automatic bill payment for its utility customers. The process is easy and can save you time and money. Please clip and return the application below to begin automatic payment of your utility bill.

**Q. Will there be a fee for signing up for automatic bill payment?**

No. There is no charge for this service.

**Q. If I pay my bill automatically, how will I know how much it is?**

Your regular billing statement will be sent to you on the same schedule as it has in the past. Your bank will withdraw the appropriate funds from your account within a few days of the payment due date indicated on your utility bill.

**Q. Is there a maximum amount the City can withdraw to pay my utility bill?**

Yes. The City can only withdraw a maximum amount that you establish on your permission application. This will protect you from any unusually high bills that might arise from a problem such as an undetected water leak.

**Q. How will I be sure that my bill has been paid?**

Each payment will be clearly identified on your statement that you receive from your bank, savings and loan or credit union. The approximate automatic withdrawal schedule is listed below, based on your regular utility billing date:

Billing dates	Date of Withdrawal
Even month on 24 <sup>th</sup>	9 <sup>th</sup> of following odd month
Even month on 28 <sup>th</sup>	13 <sup>th</sup> of following odd month
Even month on 30 <sup>th</sup>	15 <sup>th</sup> of following odd month
Odd month on 24 <sup>th</sup>	9 <sup>th</sup> of following even month
Odd month on 28 <sup>th</sup>	13 <sup>th</sup> of following even month
Odd month on 30 <sup>th</sup>	15 <sup>th</sup> of following even month
Each month on 9 <sup>th</sup>	24 <sup>th</sup> of each month
Each month on 15 <sup>th</sup>	30 <sup>th</sup> of each month

**Q. What if I want to stop paying my bill automatically?**

Just visit our utilities customer service counter, or let us know in writing or by phone of your intent to terminate your automatic bill payment.

**Automatic Payment:**

- ① Saves time
- ② Saves money
- ③ Always on time
- ④ Improves credit
- ⑤ Provides more security

To sign up for automatic payment of your City of Longview utility bill, please fill out the application below and return to:

**City of Longview Utilities Department  
PO Box 128  
Longview, WA 98632**

Attach a **voided** blank check along with your application. For automatic payments from your savings account, please contact your bank for the correct numbers to use.

You will receive a letter from the City when automatic payment has started. Until then, please continue to pay your bill as you have in the past. Proof of payment will appear on your bank statement.

Call 442.5031 or 442.5032 if you have any questions. We'll answer them promptly.

*Clip and return this application to begin automatic payment of your City of Longview utility bill.*

		<b>Automatic Payment of City of Longview Utility Bills Permission Application</b>	
		Name on City of Longview Utility Account	
Address/City/State/Zip		Account Number	
Bank Name		Branch	Daytime Phone
Bank Account Number (attach voided blank check)		City	
I hereby authorize the City of Longview to initiate debt entries and, if necessary, credit entries and adjustments to my bank account. This authorization remains in effect until the City of Longview has received written or in-person notification from me of its termination.		Type of Account	
Customer Signature (as it appears on bank account)		Maximum amount authorized to be withdrawn from my bank account (maximum amount shall not be less than your highest utility bill over the last 12 months): \$	
Date		Date	

## Home Water Conservation Tips

### ***In the bathroom***

- Most bathrooms account for seventy-three percent of all water used in the home. Small changes can equal big savings.
- Check the toilet for leaks. Drop some food coloring in the tank, and if color appears in the bowl, there is a leak that requires attention.
- Try to flush only when necessary. Every time you flush, you use up to six gallons of water. Don't use the toilet as a wastebasket.
- Install water-saving shower heads or flow restrictors, that are available at local hardware stores and other retail outlets. These flow restrictors could save you up to 10% in water consumption.
- Turn off the water after wetting your toothbrush. Use a glass of water to rinse. Avoid letting the faucet run.
- Rinse your razor in a sink of water. Letting the water run uses about three gallons per minute.

### ***On the lawn or garden***

- Water only as rapidly as the soil can absorb water. Water only enough to keep grasses and plants alive.
- Water root areas of your plants to establish hardiness. Shallow roots are likely to withstand drought conditions.
- Water the lawn in the evening when evaporation is less likely to occur. Avoid watering during the heat of the day or when windy.

### ***In the kitchen and laundry***

- Turn the dishwasher on only when full.
- Clean vegetables in a pan of water, not under a running faucet. The water collected can be used for your household plants.
- Keep a bottle of drinking water in the refrigerator. Now there is no need to run the tap to get a glass of cool water.

### **Get to know your water meter**

Learn how to read your water meter! Meters read straight across like the odometer on a car. Knowing how to read your meter can help you:

- understand your water bill
- detect a leak
- measure the amount of water your family uses

### **Use your water meter to check for leaks**

Water meters can be used to detect a leak in your water system. Just follow these simple steps:

1. Locate your water meter. It is usually found in a meter box in a small concrete vault near the street or in the alley.
2. Turn off all faucets in and around the home.
3. Check the meter reading.
4. Wait 15 minutes.
5. Read your meter again. If the reading has changed, you have a leak that needs immediate attention.

Call our office at 442.5031 or 442.5032 with any questions.

# Automatic Utility Bill Payment Plan

***Plus:***  
**Home Water  
Conservation Tips**

