



AUTOPAY ENROLLMENT FORM

RCMU is now offering a convenient and popular way to pay for your electric service. AutoPay will save you time by automatically debiting your credit or bank debit card each month for the amount of your electric bill. You won't have to worry about writing checks, paying postage or making late payments and there is no charge for this service.

To sign up for AutoPay, please read the Terms and Conditions then complete and sign the attached Enrollment Form. You can send the completed form to the address below, drop it off at our office or include it with your next payment.

City of Rancho Cucamonga ATTN:
 RCMU – AutoPay Program
 P.O. Box 4499
 Rancho Cucamonga, CA 91729-4499
 Fax (909) 477-2741

Once your enrollment form has been received and approved, an email will be sent confirming your enrollment and will notify you when the first deduction will occur. Please continue to pay your monthly bill as usual until you receive the confirmation email.

**Each month your credit card will be debited twelve (12) days after the monthly bill is issued.
 No exceptions or arrangements will be made.**

City of Rancho Cucamonga Municipal Utility Automatic Payment Authorization and Enrollment Form

I/we hereby authorize the City of Rancho Cucamonga Municipal Utility to automatically debit/charge the financial institution indicated below for all future payments for my electric utility bill. I/we understand that both the City of Rancho Cucamonga and my financial institution reserve the right to terminate this authorization and my participation therein. If I choose to terminate this authorization, I will immediately notify the City of Rancho Cucamonga in writing. I understand that it is my responsibility to update the City of Rancho Cucamonga if there are any changes to the credit card information. I have read, understand and agree to the Terms and Conditions.

Signature: _____

Name:	
Business Name (as listed on RCMU bill):	
Service Address:	
Account Number:	Customer Number:
Daytime Phone Number:	
Email Address:	

Credit Card Type Visa MasterCard AMEX Discover

Name on Card:	
Credit Card Number:	
Expiration Date:	3 or 4 Digit V-Code on back of card (Front of Card for American Express):

Billing Address for Credit Card

Street Address:	
State:	Zip Code:

*All fields are required

City of Rancho Cucamonga Municipal Utility

AutoPay Program

Terms and Conditions

1. **General** – Rancho Cucamonga Municipal Utility (RCMU) AutoPay service allows you to pay your RCMU bill via automatic debit from your credit card each month, twelve (12) days after your bill is generated. No exceptions or arrangements will be made.

RCMU reserves the right to accept or decline an application to enroll in AutoPay.

2. **Credit Card** – To use AutoPay, you must designate an eligible credit card from which automatic monthly payments are made. You agree that, by scheduling a payment from your credit card, you authorize RCMU to initiate debit transactions to your credit card in such amount(s), and to initiate any debit or credit entries to your credit card necessary to correct any error in a payment. This authorization shall remain in full force and effect until RCMU has received notice from you of your termination of such authorization in such time and in such manner as to afford RCMU and your Financial Institution reasonable opportunity to act on it.
3. **Termination** – If you wish to discontinue the service, you may cancel by submitting a notice in writing to the address, email address or fax below. The request to cancel must be received at least two (2) business days prior to your AutoPay payment is scheduled.

City of Rancho Cucamonga Attn:
RCMU, AutoPay Program
P.O. Box 4499
Rancho Cucamonga, CA 91729-4499
(909) 477-2741 Fax / (909) 919-2612 Phone
RCMU.Customer@CityofRC.us

4. **Payment Amount Limitations** – The payment amount will be limited to the amount of the current bill including any applicable fees or late charges. You agree to maintain sufficient funds on your credit card to satisfy your bill payments and that RCMU will have no obligation to complete a transaction if sufficient funds are not available. You also understand and agree that access to your credit card may also be limited by your agreements with your Financial Institution governing the credit card and by applicable law and regulations.
5. **Payment** – If your credit card is declined, it is your sole responsibility to pay your RCMU bill(s) on time to avoid late fees, collection activity or disconnection of electric service.
6. **Unauthorized Transactions** – If you believe someone has improperly accessed your credit card through AutoPay without your permission contact RCMU immediately. You should also immediately contact your Financial Institution.
7. **Fees** – RCMU does not charge any fees for using AutoPay. However, your Financial Institution may charge you fees related to your credit card, including transaction fees or fees for attempting transfers without sufficient funds.

8. **Amendments** – The terms of this Agreement may be modified or amended by RCMU from time to time. In such event, RCMU will provide notice to you in accordance with applicable law, which may be accomplished by posting such change on RCMU’s website. You may terminate this Agreement if you do not agree with any such amendments.
9. **Governing Law** – This Agreement shall be governed by the law of the State of California without regard to its conflicts of laws provisions.
10. **Privacy of Information** – You acknowledge that RCMU will receive certain personal, private and/or confidential information in connection with use of RCMU’s AutoPay program. RCMU will not rent, sell or otherwise make available to any third party for any reason other than to provide the AutoPay Service or to comply with applicable laws or regulations, or court orders.
11. **Limitation of Liability and Indemnification** – The City of Rancho Cucamonga, its officials, officers, employees, and agents will not be liable to you or any third party for any indirect consequential, incidental, exemplary, special, or punitive damages (including without limitation, damages resulting from lost data, lost profits, or costs of procurement of substitute products or services) arising out of or in connection with RCMU’s AutoPay service. On no event will the liability of the City of Rancho Cucamonga, its officials, officers, employees, or agents, under any theory of liability (including but not limited to theories of contract, tort, or strict liability) exceed \$500, regardless of whether such parties have been advised of the possibility of such damages.

You agree to defend, indemnify, and hold harmless the City of Rancho Cucamonga, its officials, officers, employees, and agents from and against all claims, liabilities, costs, and expenses (including reasonable attorneys’ fees and experts’ fees) arising in any manner from your use of RCMU’s AutoPay service unless caused by the sole negligence or willful misconduct of the City of Rancho Cucamonga.