



City of Buellton Automatic Payment Options and Online Billing Portal Registration

Do you have a “free” Auto Pay program? Yes, our Bank Draft (ACH) program does not have a fee. Payments are drafted from a Checking Account on/about the 16th of each month. eCheck also has no fee.

How do I enroll in Bank Draft (ACH)? Complete Bank Drafting Agreement (on reverse side) and return with a Voided Check (image of a check or bank letter confirming routing/account info is acceptable).

What payment methods are accepted for Auto Pay? You may “Enroll in auto pay” through the online billing portal using a Debit Card, Credit Card or eCheck. A fee of \$1.25 is charged by Municipal Online Payments for all Debit/Credit Card payments. No fee for eCheck.

Is there a fee to have an online account to view my bill and account history? No, the online billing portal is free for inquiry purposes. The fee only applies to payments made through the online billing portal.

What other payment options are available? You may make a one-time payment on your account through the online billing portal, phone and text (\$1.25 fee applies). Phone and Text-to-Pay, call 877-804-2353. You may pay by cash, check, money order, credit card in office or mail a check. If you use your bank’s Bill-Pay service, allow 7 days mailing time. Payments are due by the 20th of each month.

How do I create an online profile, view account and make payments online?

Don’t have an online account yet? Registration is easy! Have your current bill handy.

1. Go to <https://www.municipalonlinepayments.com/buelltonca/utilities>
2. Click “Sign In or Sign Up” button.
3. On next screen select “**Register**” link (below Login button)
4. Enter your email address, create password, enter name and phone number, click “Register”
5. Verify your email address - a link will be sent to your email to confirm
6. Log in with Email and Password you just created
7. On “Manage Accounts” page, click “Add Account” button

Refer to your bill for:

8. Account Number (with dashes)
9. Last Payment amount (no \$ symbol)

New utility accounts: last payment is **10.00**

You may add other accounts to same login, if applicable

Manage accounts

Accounts + Add account

00-00000-000	\$100.00
Due Date	After Due Date Pay
1/20/2021	\$100.00
Billing Date	Penalty Date
12/25/2020	
Service From	Service To
11/25/2020	12/25/2020
Service Address	
107 W HIGHWAY 246	

PREVIOUS BALANCE	\$100.00
PAYMENTS	(\$100.00)
PENALTIES	\$0.00
ADJUSTMENTS	\$0.00
PAST DUE AMOUNT	\$0.00

New and Current users – to enroll in Auto Pay:

Login (Step 1) – or from “Utility Payment Home”

10. Click “Enroll in Auto Pay” from list, then select “Enroll” next to account
11. Select Payment Day, enter Credit/Debit card information or select “Enter new eCheck” radio button for eCheck. Click “Enroll Now”

Utility Payment

Welcome back
BUELLTON
Your current balance is **\$0.00**
Due 2/20/2021

Pay now

Pay bills
Enroll in auto pay
Schedule payment

Last payment (\$ [redacted] paid 2/8/2021 Thank you! All transactions

Current bill (\$ [redacted] billed 1/26/2021 Due 2/20/2021 View bill

Announcement City Hall Lobby Closed, available by phone/email. Res No 20-10

Please contact our office with any questions at: utility@cityofbuellton.com or 805-686-0137

City of Buellton

Bank Drafting Agreement

Authorization Agreement

I hereby authorize the City of Buellton to instruct my financial institution to make my utility payments from the account named below.

Payments will be deducted around the **16th of each month** following the billing.

I understand that I control my payments, and if at any time I decide to discontinue this payment service, I will notify the City of Buellton **30 days prior** to discontinuation of this service.

Please commence service around the **16th of the following month**. **The City will need to receive your completed Bank Drafting Agreement no later than the 5th of the month that service will begin.**

Service Information

Account in the Name of: _____

Service Address: _____

Phone Number: _____ Account Number: _____

Account Information

Name of Financial Institution: _____

Routing Number: _____

Checking Account Number: _____

Signature

Authorized Signature (Primary): _____ Date: _____

Authorized Signature (Joint): _____ Date: _____

Attach a voided check and return this form to the City of Buellton, PO Box 1819, Buellton, CA 93427 **Or drop off in silver "Payment" drop box at City Hall - 107 W Highway 246, Buellton**

Original signatures only; Fax signatures will not be accepted

