

# FLASHPAY DIRECT DEBIT ENROLLMENT FORM

BurbankWaterAndPower.com | Customer Service: (818) 238 - 3700 | BWPCustomerService@burbankca.gov

## A Quick and Simple Way to Pay Your Municipal Bill to Avoid Late Fees and Service Interruption

FlashPay Direct Debit payments are recurring payments made from a bank account that are scheduled monthly based on your municipal services bill due date. We will notify your financial institution of the amount due and the bank will automatically deduct that amount from your account. There is no charge for this service and you will continue to receive your BWP bill.

### Step 1: Please Provide Your BWP Account Information

Name on BWP Account: \_\_\_\_\_

BWP Account Number: \_\_\_\_\_

Service Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone Number: (       ) \_\_\_\_\_

Email: \_\_\_\_\_

### Step 2: Tell Us What Financial Institution You Would like to Use for Auto Payments

Name on Bank Account: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Checking Account Number: \_\_\_\_\_

**Please attach a pre-printed check or letter from your bank that includes your name, account number and routing number. Temporary checks will **not** be accepted.**

### Step 3: Read and Accept Automatic Payment Enrollment Terms

I/We hereby authorize Burbank Water and Power (BWP) to initiate debit entries to my/our checking account indicated at the depository financial institution named herein for payment of my/our municipal services bill. I/We acknowledge that the origination of ACH transactions to my/our account must comply with the provisions of U.S. Law. I/We understand that if my payment is returned for any reason, a returned item fee will automatically be applied to my bill. I/We understand that both BWP and my/our financial institution reserves the right to terminate this authorization and if I/we choose to terminate, I/we will immediately notify BWP.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Step 4: Submit Completed Form Via Email, Mail, Fax or Drop Off in Person

**Please continue to pay your bill until your bill statement shows that you have enrolled in the program.**

**Email:**

BWPCustomerService@burbankca.gov  
Please use "FlashPay Direct Debit Enrollment Form" in the subject line.

**Mail:**

Burbank Water and Power  
P.O. Box 631  
Burbank, CA 91503-0631

**Fax:**

(818) 238-3715

**Drop Off:**

Burbank Water and Power  
164 W. Magnolia  
Burbank, CA 91502-1720