



PAY YOUR BILLS WITHOUT A PEN

Tired of writing checks and spending postage on mailing your monthly bills? Life just got easier. Sign up for our **Automatic Payment Program**. You'll save time, money and effort. The payment comes right out of your checking account. You can pay your City bills with **AutoPay**, it's easy and safe.

To enroll, complete and sign the form below. Return the completed form with a **voided check** from the checking account you want the payments to be automatically withdrawn from. If a voided check is not included with the enrollment form, the account shown on the enclosed payment will be deducted.

Still have questions? Call the City Treasurer's Office at **717-255-3046**.

With **Auto Pay**, the amount due will be subtracted from your checking account on the due date(s) you've chosen. You'll have up to three (3) business days before the money is withdrawn from your account, allowing you to review your bill, or to call the City Treasurer's Office to stop payments or ask questions.



Detach and return completed form...

AUTHORIZATION FORM / City of Harrisburg Automatic Payment Program (CHAPP)

Name	Daytime Phone	Email	
Mailing Address	City	State	Zip
Property Address	Property Number		

List additional properties on the reverse of this form.

Indicate which payments you would like automatically withdrawn from your checking account:

<p>Already enrolled in CHAPP?</p> <p><input type="checkbox"/> Yes</p> <p>If you wish to ADD ADDITIONAL PAYMENTS to your CHAPP enrollment, indicate those choices to the right. →</p>	<p>Monthly Utility Bill</p> <p><input type="checkbox"/> On the 15th of Each Month. <i>(In the event that the 15th falls on a weekend or holiday, the automatic withdrawal will occur on the next business day).</i></p>	<p>City Real Estate Tax Bill</p> <p><input type="checkbox"/> On Discount Date of Bill. <input type="checkbox"/> Payment Plan. <i>(Last business day of February, April, June & August).</i></p>	<p>School Real Estate Tax Bill</p> <p><input type="checkbox"/> On Discount Date of Bill. <input type="checkbox"/> Payment Plan. <i>(Last business day of August, October & December).</i></p>
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ENROLLMENT INSTRUCTIONS / City of Harrisburg Automatic Payment Program (CHAPP)

➔ Mail the two (2) documents listed below to:

City Treasurer's Office
10 North Second Street
Suite 103
Harrisburg, PA 17101

1 | **Signed Authorization Agreement** / Sign the agreement below and be sure you've completed the Authorization Form on the other side.

2 | **Blank & Voided Check** / Include a blank check from chosen checking account. In bold, write the word 'VOID' across the front of the check.

Detach signed and completed form and return to City Treasurer's Office...

Property Address 2	Property Number 2
Property Address 3	Property Number 3
Property Address 4	Property Number 4

AUTHORIZATION AGREEMENT for City of Harrisburg Automatic Payment Program (CHAPP)

I hereby authorize The City of Harrisburg to initiate debit entries to my checking account as indicated. You further authorize your designated financial institution to debit the same to such account. This authority is to remain in full force and effect until The City of Harrisburg has received written notification from me of its termination in such time and manner as to afford The City of Harrisburg and my chosen designated bank a reasonable opportunity to act on it.

X

Your Signature

Today's Date

Return all required documents to: City Treasurer's Office, 10 North Second Street, Suite 103, Harrisburg, PA 17101