



FINANCE DEPARTMENT
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7169 · www.cityofnewarkde.us

Newark Utility Bill Automatic Payment

Two ways to pay! Use your Credit Card or Direct Debit with a Check!

Paying your bill just got easier!

Pre-authorized bill payment means no checks, no stamps, no late fees, and no worries. The City of Newark's Pre-authorized Payment (PAP) service will automatically pay your Utility Bill payment using your MasterCard, Visa credit card, or have it paid directly from your checking account.

Simply fill out this form and send it back with your current payment and you will be enrolled as early as your next billing cycle.

Print Name _____

City of Newark Account # _____ - _____ - _____

Daytime Phone # _____ Cell Phone # _____

Payment Method (Please check one)

   

(For PAP with a check, please attach a **VOIDED** check from the checking account that you want debited.)

Credit Card # _____

Exp Date (MM/YY) _____ CVV (3-digit Security Code) _____

I authorize the City of Newark to pay my bill in full every month on the 1st or the 15th, whichever falls closest after my billing date using the credit card or checking account information that I have provided. I understand that due to holidays and short dated months, there are rare occasions that could cause more than one month to debit my bank account. However, the bill amount scheduled to debit my bank account will be reflected on the most current utility statement, prior to the actual bank account debit. I understand that it is my responsibility to review utility statements together with my bank activity. I understand that if the payment is declined for any reason, I may be subject to late fees and/or interruption of service if my outstanding charges are not paid. I understand that I must continue to remit payments until I receive written notification from the City of Newark that my account has been enrolled in the automatic bill payment program.

Credit Card Mailing Address (Where your credit card statements are sent):

Signature _____

Date _____

Please return the completed and signed form with your payment or mail to:

City of Newark
Attention: Payments & Utility Billing Division
220 S. Main Street
Newark, DE 19711