

Enjoy the convenience of our **free** service - CAPS

Canandaigua's Automatic Payment System

CANANDAIGUA'S  
AUTOMATIC  
PAYMENT  
SYSTEM  
SPECIALLY DESIGNED  
FOR YOUR  
WATER AND SEWER  
BILL PAYMENTS

Now you can have your water and sewer payment automatically deducted from your bank account each quarter or monthly based on address serviced at no charge.

- ❖ **SAVE TIME AND MONEY!**  
No Check - No Stamp - No Envelope
- ❖ **EFFICIENT PAYMENT METHOD!**  
No worries about late payments or late fees! Your bill will always be paid on time, even if you are vacationing or away on business.
- ❖ **STATEMENTS FOR RECORD KEEPING!**  
Quarterly/ Monthly bills will still be mailed to you for your review and record keeping. If you have any questions about your bill, you may contact a representative before the deduction is made on the 20<sup>th</sup> of the month.
- ❖ **IT'S EASY!**  
Just complete the form below, enclose a voided check or and return it to the City Treasurer's Office at 2 North Main Street, Canandaigua 14424

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Canandaigua's Automatic Payment System (CAPS) – Authorization Form

I authorize the City of Canandaigua to begin electronic deductions from my bank account for payment of my water/sewer quarterly/monthly bills on the 20<sup>th</sup> of the month in which the bill is due. I will notify the City if I change banks or account numbers by mailing in a new voided check. I must notify the City in writing to change or cancel this service.

Customer Name (exactly as it appears on water/sewer bill) \_\_\_\_\_ Customer Name (exactly as it appears on bank account) \_\_\_\_\_

\_\_\_\_\_ Mailing Address \_\_\_\_\_

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

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

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

\_\_\_\_\_ Telephone # \_\_\_\_\_

\_\_\_\_\_ Account Number \_\_\_\_\_

\_\_\_\_\_ Water/Sewer Account Number \_\_\_\_\_

\_\_\_\_\_ Signature \_\_\_\_\_

Please print all information and return this portion with your bill payment. **A VOIDED CHECK MUST ACCOMPANY THIS REQUEST.** If you have any questions or concerns regarding Canandaigua's Automatic Payment System (CAPS), please call the Treasurer's Office at (585)337-2175.