



To all Town of Orange Park Utility Customers:

As part of the Town of Orange Park's upgrade of our computer systems we can now offer utility customers the following variety of enhancements and options to pay their utility bills.

ACH Withdrawal:

This payment option allows The Town of Orange Park to debit your utility bill automatically from your checking or savings account on the 15th of each month. Should you choose this option, you will find a signup form enclosed for your convenience. **Please note:** The first billing month after initial signup a pre-draft will occur to test the ACH setup on the account you provided for payment. Your first ACH withdrawal will occur the **second** billing month after initial setup.

Pay On-Line:

You can now log into the website at www.townoforangepark.com and access your utility bill online. First time users will be asked for an email address, name on account, phone number, and set up a password. Upon your first log in you will be asked for account verification purposes the amount of your last payment. **Please note:** All payments processed online will be charged an associated convenience fee of \$3.75.

Pay by Phone:

Residents can pay their utility bill over the phone with a representative by calling (904)278-3016. This service allows customers to pay their bill quickly and efficiently by using a credit card. **Please note:** If you choose this option, a convenience fee of \$3.75 will be charged.

Pay in Person:

Residents can pay in person at Town Hall using a credit card for no additional fee. Additionally, payments can also be made by cash, check or money order. Town Hall is open regular business hours Monday through Friday from 8am-4:30pm. The drop box is also still available for check or money order payments.

If you have additional questions concerning payments options, please call 904-278-3016 for assistance.



2042 Park Avenue
Orange Park, FL 32073
904-278-3016

Automatic Debit Bill Payment Authorization Form

Customer Name: _____

Service Address: _____

Daytime Phone Number: _____

Town of Orange Park Account Number: _____

Name of Financial Institution: _____

Type of Account (check one): Checking _____ Savings _____

Financial Institution Routing Number: _____

Account Number: _____

Please Note: For this authorization to be processed and considered valid you must attach a voided check or bank draft from the account you are authorizing The Town of Orange Park to debit for your monthly bill payment. The first draft from your account will take place on the second month following intial signup.

I hereby authorize The Town of Orange Park and my financial institution to process payment and debit my above referenced account on the 15th of each month. I may cancel this authorization at any time by notifying The Town of Orange Park in writing at least ten (10) working days before the due date on my monthly bill. **The Town of Orange Park may discontinue my participation and enrollment in the automatic debit bill payment program at any time.**

Signature

Date

Print Name

Date

Joint Account Signature (if applicable)

Date

Print Name

Date