



MONTHLY CREDIT CARD CHARGES  
FOR UTILITY PAYMENTS

Customers who wish to have their utility bills paid monthly by credit card need to provide the City of Oxford Utility Department with the following information:

Utility Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Name of person submitting request: \_\_\_\_\_

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

Credit Card (circle one):    MasterCard            Visa            Discover

Credit card number: \_\_\_\_\_

Expiration date: \_\_\_\_\_ (mm/yy)

V-Code: \_\_\_\_\_ (3 digit number located on back of card)

Mailing address for C/C statement: \_\_\_\_\_

\_\_\_\_\_

I authorize the CITY OF OXFORD FINANCE DEPARTMENT to charge my credit card listed above to automatically pay my monthly utility bill to the CITY OF OXFORD. This authority will remain in effect until I notify the City in writing requesting cancellation. I will receive a copy of each utility bill prior to the charge, and I can cancel this automatic credit charge plan at any time by providing written notification to the City (3) working days prior to cancellation. Charges will be made on the due date each month. I understand that it is my responsibility to notify the City of Oxford Utility Department of any changes pertaining to the card I have listed above. I further understand that this information will be attached to my account and all original materials/documents will be destroyed upon attachment to said account.

Signed by: \_\_\_\_\_

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