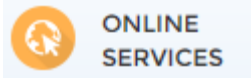


# On-Line Payments

You will need your account number and the last amount paid on your account when you are initially setting up your online account.

1. Go to the City of St. Marys Website:  
[www.stmarysga.gov](http://www.stmarysga.gov)

2. Select Online Services



3. Select Water/Sewer/Trash Utility Payments

[Water/Sewer/Trash Utility Payments](#)

4. Select [Register](#)

5. Fill In all required fields.

6. Check your email account for instructions on how to log into your online account. Look for an email from [municipalonlinepayments.com](http://municipalonlinepayments.com).

7. If you would like, you may add more than one account.

8. Further prompts will be given to guide you in each step of making your payment.

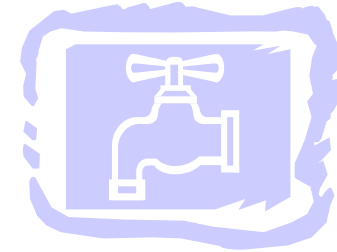
Should you need assistance, please call (912) 510-4000 and a Customer Service Representative will be happy to assist you.

If you have any further questions, you may call  
City Hall  
at  
(912) 510-4000



*City of St. Marys*  
418 Osborne Street  
St. Marys, Georgia 31558  
912-510-4000  
[www.stmarysga.gov](http://www.stmarysga.gov)

*City of St. Marys*



*Direct Draft  
And  
Online  
Payments*

Let us draft your utility  
Bill from your account  
OR  
Pay Online!  
No more checks to write.

*Make paying your bill  
easy with Direct Draft*



The City began offering automatic draft for customers to pay for Water/Sewer and Solid Waste services as of June 1, 2003.

When you sign up, the draft will take two billing cycles before it will begin. (Example—if you sign up before June 30th we will draft out your first payment on August 15th)

You are responsible for making sure the payment is submitted for the first billing cycle after enrolling. No late fees will be removed if payment is not made.

There will be a \$30.00 NSF charge for all returned unpaid drafts.

If the 15th falls on a weekend, the City will then draft the payment on the following Monday.

### **How To Enroll**

1. Complete and sign the attached authorization form.
2. Include a voided check
3. Return your completed information to City Hall or mail to the address on the back.

### **CITY OF ST MARYS AUTHORIZATION AGREEMENT FOR AUTOMATIC DRAFTS (ACH DEBITS)**

I (we) hereby authorize the City of St. Marys, hereinafter called CITY, to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit entries in error to my (our) checking account indicated below at the depository named below, hereinafter called DEPOSITORY, to debit and /or credit the same to such account.

### **ATTACH A VOIDED CHECK TO ENSURE ACCURACY.**

CHECKING ACCOUNT OWNERS NAME:

\_\_\_\_\_

FINANCIAL INSTITUTIONS NAME:

\_\_\_\_\_

BANK ROUTING & TRANSIT # \_\_\_\_\_

CHECKING ACCOUNT # \_\_\_\_\_

This authority is to remain in full force and effect until the CITY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford CITY and DEPOSITORY a reasonable opportunity to act on it.

UTILITY ACCOUNT OWNERS NAME:

\_\_\_\_\_

PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CHECKING ACCOUNT OWNERS SIGNATURE:

\_\_\_\_\_

UTILITY ACCOUNT # \_\_\_\_\_

DATE SUBMITTED TO COSM: \_\_\_\_\_

### **The Benefits of Direct Draft And Online Payments**

° You save time— no more checks to write and mail.

° Save money on postage and envelopes.

° You know when your payment is made.

° Your payment can not be lost in the mail.

° No more late fees.

**SIGN UP TODAY @**

[www.stmarysga.gov](http://www.stmarysga.gov)

**CUSTOMER PORTION**