INSTRUCTIONS FOR ELECTRONIC PAYMENTS

The City of Glendale encourages all utility service providers to make UUT remittances via Automated Clearing House (ACH). If you desire to make your UUT remittance by this option, please contact the Billing and Collections Department, via email at financeachpayments@glendaleca.gov to arrange the electronic funds transfer setup.

Please note that all UUT remittances must be remitted to the City on or before the 25th day of each month. For purposes of electronic funds transfers, this means that the ACH payment must be commenced no later than the 24th day of each month, and must settle in the City's account on the following business day.

Utility service providers must ask their bank to prepare a PPD (Pre-arranged Payment and Deposit) format to set up the ACH. The name of the utility company should appear in the name field 3, positions 5-20 (16-character limit.) The designation "UUT" (for Utility Users Tax) should appear in the descriptor field 7, positions 54-63 (10-character limit).

Although utility companies may make payments by ACH, the monthly tax returns (UUT Remittance Forms) must still be submitted to:

Mail to:	City of Glendale Finance Department 141 N. Glendale Avenue, Suite 346 Glendale, CA 91206

The UUT Remittance Form **MUST** state whether the payment has been submitted via ACH. The information provided on this form will be cross-checked to the ACH payment received by the City of Glendale.