Direct Debit

We are pleased to be able to offer you a new payment method- Direct Debit. Now you can have your monthly payment automatically withdrawn from your checking or saving account on this due date. You do not have to change your present banking relationship to take advantage of this service.

Direct Debit will help you in many ways:

- It saves checks written for bills
- It saves money for envelopes & stamps.
- It eliminates the possibility of lost, stolen or forgotten checks.
- The money is withdrawn on the date arranged- no earlier and no later
- It means you get your bill paid even if you're on vacation or too busy to do your billing.

On the date you bill is due, we will electronically withdraw the agreed upon amount from your account. The amount of the debit will appear on your bank statement with a description of who withdrew the money.

We believe you will like the added convenience of having your bill automatically withdrawn for you. Direct Debit is *safe, convenient, and fast.* To take advantage of this service, complete the authorization section below and return it to the receivable department.

The authorization section of the form, which is provided below, give the company and your financial institution authority to debit your bill from your account. Simply complete below in order to take advantage of Direct Debit.

All you need to do is:

1. Mark the box before the type of account to indicate whether your bill will be withdrawn from your checking or saving account.
2. Fill in your name, financial institutions name and location and date.
3. Attach a voided check for verification of all financial intuitions information.

NOTE: BE SURE TO SIGN THE FORM

Customers Authorization – Please fill out and return to the City Office.

I authorize you and the financial institution listed below to initiate electronic debit entries, and if necessary, credit entries and adjustments for any debit entries in error to my:

☐ Checking Account ☐ Savings Account

On the ____ day of each month. This authority will remain in effect until I have cancelled it in writing.

Financial Institution _____ Name (Print) _____

Branch _____ Account Number at Financial Institution _____

City _____ Signature _____

Transit Routing Number

Account Number Information