



# Direct Payment

We are pleased to offer you a new service—the Direct Payment Plan. Now you can have your payment deducted automatically from your checking or savings account. And, you won't have to change your present banking relationship to take advantage of this service.

### Here's how the Direct Payment Plan works:

You authorize regularly scheduled payments to be made from your checking or savings account. Then, just sit back and relax. Your payments will be made automatically on the specified day and proof of payment will appear on your statement. The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. If the amount of your payment changes, we will notify you at least 10 days before payment date. The Direct Payment Plan is dependable, flexible, convenient and easy. To take advantage of this service, complete the attached authorization form and return it to us.

### The Direct Payment Plan will help you in several ways:

- It saves time – fewer checks to write.
- Helps meet your commitment in a convenient and timely manner – even if you're on vacation or out of town.
- No lost or misplaced statement, your payment is always on time-it helps maintain good credit.
- It saves postage.
- It's easy to sign up for, easy to cancel.
- No late charges.

### Instructions:

1. Fill in your name, your City of Quinter utilities account number, (can be found on your monthly green bill) the address of water usage, and financial institution name, account number, routing number, and location of financial institution.
2. Attach a voided check to this document.
3. Mark an X on the line before type of account to indicate whether your payment will be deducted from your checking or savings account.
4. *Be sure to sign the form!*

**PLEASE FILL OUT FORM, SIGN, AND ATTACH VOIDED CHECK TO THIS DOCUMENT.**

PLEASE PRINT LEGIBLY:

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

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

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

Financial Institution Name: \_\_\_\_\_

Account Number at Financial Institution: \_\_\_\_\_

Financial Institution Routing/Transit Number: \_\_\_\_\_

Financial Institution City and State: \_\_\_\_\_

### AUTHORIZATION FOR DIRECT PAYMENT

**I authorize The City of Quinter to initiate electric debit entries to my: \_\_\_ checking account or \_\_\_ savings account (please check one). For use of payment of my utility bill. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in person and/or in writing.**

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

PLEASE KEEP A COPY FOR YOUR RECORDS