



CITY OF BINGEN

AUTOMATIC PAYMENTS

Let us make paying your utility bill more convenient. The City offers you the ability to have water and sewer bills automatically deducted from your checking or savings accounts.

It's easy and it saves you time and money. There is no longer a need to write a check and send it to the City. Simply note the amount of the deduction in your checkbook and your bill is paid!

You will still receive your regular monthly utility bill indicating the amount to be drafted from your bank account. Bank drafts withdraw from your checking or savings account on the 20th of each month (or the previous business day if the 20th falls on a weekend or holiday). Sign up by the 20th of each month to start AutoPay the following month. The bill will state "Paid by EFT" when it is in effect.

To take advantage of this time saving opportunity:

1. Fill out the bank direct payment application form at the bottom of this sheet.
2. Attach a voided check.
3. Provide two signatures if necessary.
4. Return the completed form to the City of Bingen (address below).

Please Note:

- Please complete a separate form for each utility account.
- If there are insufficient funds in your bank account when the bank draft is executed, your account will be treated as though you had written a check that had been returned for insufficient funds. A penalty will be assessed and your account will be in a delinquent state until you provide payment in full by cash or money order. A second instance of insufficient funds will result in withdrawal of our direct payment services for your accounts.

Authorization Agreement for Direct Payments (ACH Debits)

I hereby authorize the City of Bingen, hereinafter to initiate debit entries to my account indicated below at the depository financial institution named below. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Bank Name: _____ Bank Location: _____

Branch Mailing Address: _____

Branch Phone #: _____ Account Type: _____ Checking _____ Savings

Bank Routing #: _____ Bank Account #: _____

Please attach a voided check for verification of routing and account numbers (do not use numbers from a deposit slip or attach a deposit slip).

Print Name: _____ Utility Account #: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Signature: _____ Date: _____