

For Office Use:

Completion Date \_\_\_\_\_ By \_\_\_\_\_

Account # \_\_\_\_\_

## CITY OF PHILIP ACH - DIRECT PAYMENT PLAN

### ADVANTAGES OF A DIRECT PAYMENT PLAN:

- It saves time – fewer checks to write.
- It saves postage.
- No lost or misplaced statements, your payment is always on time.
- No late fees
- Helps meet your commitment in a convenient and timely manner – even if you're on vacation or out of town.

### HERE'S HOW THE DIRECT PAYMENT PLAN WORKS:

You authorize regularly scheduled payments to be made to the city from your checking or savings account. You will receive your utility bill as usual, marked "Bank Draft". Your payments will be made to the city automatically on the 10<sup>th</sup> of each month or the next business day if the 10<sup>th</sup> falls on a weekend or holiday. Proof of payment will appear with your bank statement. In the event that payment is denied due to Non Sufficient Funds (NSF), your utility account will be billed \$40 plus applicable late fees.

The authority you give to the City to charge your account will remain in effect until you notify us in writing to terminate the authorization.

**For security purposes, please do not submit this form via email.** You may deliver or mail this form to the City of Philip, 140 S. Howard Ave 4<sup>th</sup> Floor, PO Box 408, Philip, SD 57567.

### AUTHORIZATION FOR DIRECT PAYMENT

I authorize the **City of Philip**, and the financial institution named below to initiate entries to my checking/savings account. This authority will remain in effect until I notify the City in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying the City of Philip (15) days before my account is charged.

Name \_\_\_\_\_

Service & Mailing Address \_\_\_\_\_

#### **Bank Account Information:**

Name of Financial Institution \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Bank Account Number \_\_\_\_\_ Checking \_\_\_\_\_ Savings \_\_\_\_\_

Routing Number \_\_\_\_\_ Start Date \_\_\_\_\_

Between these symbols |: |: on the bottom of your check

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

**PLEASE ATTACH A VOIDED CHECK OR DEPOSIT SLIP**