

**Authorization Agreement for Direct Payment of  
Town of DeMotte Utility Bill**

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

Address \_\_\_\_\_

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

Phone Number \_\_\_\_\_ Account No.: \_\_\_\_\_

Mailing Address (if different than above) \_\_\_\_\_

Bank Name \_\_\_\_\_

Bank Routing Number \_\_\_\_\_

Bank Account Number \_\_\_\_\_

Please circle one:            Checking    or    Savings

**Fill out form, attach a voided check, and mail to Town of DeMotte Utilities, 112 Carnation St SE, DeMotte, IN 46310.**

I (We) hereby authorize the Town of DeMotte Utility Department, hereinafter called TOWN, to initiate debit entries to my (our) account indicated above and the depository named above, hereinafter called BANK, to debit same to such account.

I (we) have read the terms of this application and agree to the terms. This authorization will remain in full force and effect until the Town has received written notification from me (or either of us) of its termination in such time and such manner as to afford the Town and my Bank a reasonable opportunity to act on it.

\_\_\_\_\_  
Signature for Authorization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature for Authorization

\_\_\_\_\_  
Date

**Office Use Only**

Date Received & Initials: \_\_\_\_\_ Input Date & Initials: \_\_\_\_\_ Pre note Date: \_\_\_\_\_

**PLEASE MANUALLY PAY ONE ADDITIONAL BILL TO ALLOW TIME FOR THE ACCOUNT NUMBERS TO BE VERIFIED BY THE BANK**

# Direct Payment Can Save you \$\$\$ Money \$\$\$

## SIGN UP NOW FOR OUR AUTOMATIC BANK PAYMENT

With our free Automatic Bank Payment service, you can have your Town of DeMotte Utilities bill automatically paid from any participating bank, savings & loan, or credit union account. First call your financial institution to see if it is capable of receiving electronic transmissions. Then complete the reverse side of this form and return it to us to start enjoying these benefits:

- No check to write
- No postage to pay
- No more monthly trips to pay our bill in person
- No more embarrassments about forgetting to pay your bill
- Away from home? Your bill will be paid and no late charges added

All you have to do is make sure there is enough money in your account to cover the bills, and record the payments in your records.

With Automatic Bank Payment, you keep control of your monthly payments. **You will continue to receive a monthly statement.** On your due date, (the 15<sup>th</sup>) the payment will be deducted from your account. That gives you plenty of time to review the statement and call our Billing Coordinator if you have any questions. If there is a billing error, call our Billing Coordinator at (219)987-3831 and we will make every effort to correct it as soon as possible.

When you see “**Automatic Withdrawal – DO NOT PAY**” on your bill, you will know our Automatic Bank Payment Service is in effect.

You may cancel your automatic bank payment at any time you feel it is not working for you. We must receive written notification from you at least 10 days prior to your due date.

To sign up, fill out the application form and return it to Town of DeMotte with a VOIDED check.

## TERMS OF AGREEMENT

### Payment Notice, Payment Date and Billing Questions

You will continue to receive a monthly statement. You will have ample time to plan for your automatic payment or contact us if there is a question about your bill. On your due date (the 15<sup>th</sup>), the payment will be deducted from your account. If your due date falls on a weekend or holiday, your account will be charged the next business day.

### Availability of Funds

You are responsible for having enough money in the indicated account on the payment date. If the transaction cannot be processed for any reason, a past due notice will then be mailed to you and you will have to manually make your payment. You will be responsible for any fees charged, should your payment be returned for any non-payment reason. Also, your automatic bank payment service may be cancelled if two payments are returned in a 12 month period for non-payment.

### Record of Payment

The amount and date of your automatic payment will be shown on your regular bank statement. This is your proof of payment.

### Account/Address Change

Please notify us of any account or address changes to ensure timely payments. You are responsible for submitting new application when an account or address change occurs.

### Termination

This authorization will remain in effect until we receive a **written** notice from you 10 days prior to cancellation date or until your service has been terminated and the final bill is paid in full. You may send a letter requesting the cancellation of Automatic Bank Payment Service or stop by our office and sign a cancellation form.

### Stop Payments

You should always advise us first of any request to stop payment. You may stop payment by notifying your financial institution at least three business days prior to payment due date. **However, as when you stop payment on a check, you are responsible for any charges this may involve.**

If you have any questions, please contact our office at (219)987-3831.