

Authorization For Preauthorized Payments Of City Utility Bills

I authorize the City of Webb City to debit my account monthly for the purpose of paying my City utility bill.

Name _____

Home phone _____ Work Phone _____

Service address _____

Utility account # _____

BANK INFORMATION

Financial Institution _____

City, State, Zip _____

Phone _____

Routing Number _____

Account Number _____

Please check the following:

_____ Checking Frequency 13th-15th day of each month

_____ Savings Amount Varies each month

I have read the attached terms and conditions, and fully understand them. This authorization will remain in full force until the City of Webb City or myself terminate this agreement in written notification.

Print Name _____

Date _____

Signature _____

Internal use only: Date received _____

PLEASE ATTACH A VOIDED CHECK WITH APPLICATION. THANK YOU

Automatic Bill Payment

Terms & Conditions

The following terms and conditions have been set and enforced by the City of Webb City.

- You, the account holder will have your monthly utility bill automatically withdrawn from your checking/savings account on the 15th day of each month. If the 15th falls on a Saturday or Sunday, withdrawal will occur on the preceding Friday. We will continue to mail you a statement that shows the amount and the due date in which the payment is deducted.
- If your automatic withdrawal is returned due to insufficient funds, your account will be charged for the amount of your monthly bill, in addition to a fee of \$15 that is nonrefundable. At that time, you will be contacted by the Utility office to inform you of the insufficient funds. You will need to come to the Utility office and make the monthly payment within 24 hours or service will be suspended.
- The automatic payment authorization may be terminated at any time by you, the account holder, your financial institution, or the City of Webb City. The termination must be in writing and done 10 days prior to the due date.

**THESE TERMS AND CONDITIONS WILL REMAIN IN AFFECT
UNTIL SUCH NOTICE IS GIVEN TO THE ACCOUNT HOLDER.**

Tape a voided check here: