



## **DIRECT PAYMENT OPTION – CHECKING/SAVINGS**

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

### **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 are on vacation or out of town
- No lost or misplaced statements, your payment is always on time - it helps maintain good credit
- It saves postage
- It is easy to sign up for, easy to cancel
- No late charges

### **Here is 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 date your bill is due (or Monday if the due date falls on the weekend) each month. It will take at least 10 calendar days to be effective so your account might not be activated until the following billing.** And proof of payment will appear with your statement. The authority you give to charge your account will remain in effect until you notify us in writing or contact our office to terminate the authorization. The Direct Payment Plan is dependable, flexible, convenient, and easy. To take advantage of this service, complete the information below and return it to us.

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### **AUTHORIZATION**

I authorize the City of Goodview and the financial institution named below to initiate entries to my checking/savings account. This authority will remain in effect until I notify you 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 entry by notifying my financial institution 3 days before my account is charged.

Name \_\_\_\_\_ Utility Acct # \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

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

Checking \_\_\_\_\_ Savings \_\_\_\_\_ Routing # \_\_\_\_\_ Account # \_\_\_\_\_

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

**STAPLE VOIDED CHECK (Checking) or DEPOSIT SLIP (Savings) HERE**

\*\*\*\*office use only\*\*\*\*

Entered by: \_\_\_\_\_ Entered on: \_\_\_\_\_