

## City of Deephaven Automatic Payment Plan

### FAQS:

***The automatic payment plan is free and you may cancel at any time.***

### **How do I sign up?**

Complete and return the attached authorization form and include a ***voided check (for checking account) or deposit slip (for savings account).***

### **How soon will the automatic payment deductions begin?**

***Please pay your current bill and your automatic payments will begin with the following quarter's bill.***

### **When will my payment be pulled from my bank account each quarter?**

The quarterly payment will be pulled on the due date listed on your bill. You will still receive your bill by mail each quarter, for your records.

### **How can I be sure my bill has been paid?**

Your monthly bank statement will reflect the automatic payment.

### **What if I change banks or accounts?**

Notify us immediately of any changes.

### **What if I try the plan and do not like it?**

Notify us and we will cancel the automatic payment request.

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### **AUTOMATIC PAYMENT PLAN AUTHORIZATION FORM**

I authorize the City of Deephaven to collect payment of my utility bill by initiating a deduction from the bank account shown on the attached ***voided check (required for checking account) or deposit slip (savings account).*** I understand this authorization will continue unless I contact city hall to cancel this plan.

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**Customer's Name**

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**Customer's Address**

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**Sewer/Storm Water Account #** \_\_\_\_\_

**City Water Account #** (You may also set up your city water account on auto pay, if you are connected to city water, and would like both of your accounts paid automatically, you may set up either one account, or both)

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**Financial Institution – Name and Phone Number**

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**Financial Institution Address, City, Zip Code**

Type of Account: \_\_\_\_\_ Checking (ATTACH VOIDED CHECK)

\_\_\_\_\_ Savings (ATTACH DEPOSIT SLIP)

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**Routing Number**

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**Account Number**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_