

THE CITY OF DEEPHAVEN AUTOMATIC PAYMENT PLAN

Q. HOW DO I SIGN UP?

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

Q. HOW SOON WILL THE AUTOMATIC PAYMENT DEDUCTIONS BEGIN?

A. Your 1st deduction will occur with the next bill following the date we receive your "Automatic Payment Authorization" form. The date that the amount will be deducted from your bank account will be the "Due Date" stated on your Utility Bill. Your utility bill will still be mailed to you for your records every quarter.

Q. HOW CAN I BE SURE MY BILL HAS BEEN PAID?

A. Your monthly bank statement will reflect the automatic payment.

Q. WHAT IF I CHANGE BANKS OR ACCOUNTS?

A. Notify us immediately of any changes.

Q. WHAT IF I TRY THE PLAN AND DO NOT LIKE IT?

A. Notify us in writing 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 discontinued upon my written request.

(Customer Name) ACCT NO. _____
(Top Right Corner of Your Bill)

(Financial Institution Name & Phone Number)

(Address-City/Zip Code)

Type of Account: Checking (Attach voided check)
 Savings (Attach deposit slip)

(Routing Number) _____
(Account Number)

Signature _____ Date _____