



AUTOMATIC PAYMENT FOR QUINTER UTILITY BILLING

We are pleased to offer you this service—Automatic Payment!
Now you can have your payment deducted automatically from your checking or savings account.

Here’s how Automatic Payment 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 or a few days following the 15th** and proof of payment will appear on your statement. The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization.

Automatic Payment is dependable, flexible, convenient, and easy. To take advantage of this service, complete this authorization form and return it to Quinter City Hall.

Automatic Payment will help you in several ways:

- **No additional fees to use Automatic Payment!**
- Helps meet your commitment in a convenient and timely manner – even if you’re on vacation or out of town.
- It saves time – fewer checks to write.
- No lost or misplaced statement, your payment is always on time-it helps maintain good credit.
- It saves postage.
- No late charges.
- It’s easy to sign up for, easy to cancel.

Instructions:

1. Fill in your name, your City of Quinter utilities account number, (can be found on your monthly bill) the address of water usage, bank name, bank address, bank routing number, and customer account number.
2. Attach a voided check to this document.
3. Mark an X on the line before type of account to indicate whether your payment will be deducted from either your checking or savings account.
4. **Be sure to sign the form!**

Office Use Only	
Date Activated: ____/____/____	By: _____

PLEASE FILL OUT FORM, SIGN, AND ATTACH VOIDED CHECK TO THIS DOCUMENT.

Name: _____

Utility Account Number: _____

Service Address: _____

Bank Name: _____

Bank Address: _____

Bank Routing Number: _____

Customer Bank Account Number: _____

AUTHORIZATION FOR DIRECT PAYMENT

I authorize The City of Quinter to initiate electric debit entries to my: checking account or savings account (please check one) for use of payment of my utility bill. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in person and/or in writing.

Signature: _____ Date: _____