

City of Farley

Automatic Utility Bill Payment Form

Customer Information

Name: _____ Utility Account Number: _____

Address: _____ Phone: _____

Please **BEGIN** or **STOP** (circle one) this service effective: _____

I (we) hereby authorize the City of Farley, or their appointed third party representative, to initiate debit entries to my (our) account indicated below at the financial institution named below, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law. This authorization is to remain in full force and effect until either the City of Farley has received written notice to cancel the service, or the City of Farley terminates the agreement for consistent misuse by the patron.

Bank Account Information

Bank Name: _____

City: _____ State: _____ Zip Code: _____

Routing #: _____ Bank Account # _____

Type of Account (circle one): **Checking** **Savings** **Attach Voided Check or Deposit Slip:** _____

Customer Signature(s) *Date*

- Bills are processed and mailed on the last day of the month.
- Automatic payments will be presented to your bank monthly on the due date listed on the bill, or the following business day if the due date falls on a weekend or bank observed holiday.
- If a draft or automatic bank debit is not honored by the financial institution for any reason when presented the first time, the utility account shall immediately be deemed unpaid and delinquent, as if the customer had attempted no payment at all. All returned payments will be charged \$20.00. Customer shall be notified by ordinary mail that the account is in default by the amount of the dishonored draft or automatic bank debit. Utility services will be disconnected as of the date specified in the notice. Disconnection date shall be no later than the disconnection date would have been if the customer had attempted no payment at all. The notice shall also state the fees that will be due for reconnection of service.
- After such notice, only payment in cash, certified check or money order for the delinquent amount shall be accepted. To prevent disconnection, such payment shall be delivered to the utility office during normal business hours but not later than 10:00AM on the scheduled disconnect date.
- The City reserves the right to pursue all other collection remedies available under law, and to discontinue automatic payments at any time.

For office use only: Completed by: _____ Date: _____