UTILITY BILL BANK DRAFT AUTHORIZATION FORM
(ACH Debits)

☐ New Participant   ☐ Update of Financial Information   ☐ Cancellation

☐ Commercial   ☐ Residential

The City of Sedalia is pleased to provide Direct Debit Payment Processing for its water, waste water, and trash customers. The City is offering an auto bank draft program as a convenience to our customers who choose to have their monthly utility bill balance automatically deducted from their bank account. By filling in the information below, we are able to electronically collect funds from your checking account or savings account (when allowed by your bank) account to pay your utility charges automatically.

_____   _____
Financial Institution   Account Number

Please Note: Once this program is implemented with your bank, which will take one complete billing cycle before activation, your bill will indicate: **"AUTO PAY"** in the amount due section of your bill. Please check your bill to make sure the bank draft program has been activated. The City will draft the payment for your utility bill from your bank account on or after the due date each month.

Authorization for Direct Payment

I authorize the City of Sedalia and the financial institution named above 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. The City of Sedalia reserves the right to terminate this payment plan or participation therein with due notification to the utility billing customer.

I agree to be responsible for notifying City Hall in writing of any changes in name, address or bank account information. I understand that the City of Sedalia retains the right to impose a service fee for all dishonored depository items.

_____   _____   _____
Print Customer Name   Date   Telephone Number

_____   _____
Customer Signature   Utility Account Number

In order to participate the enclosed authorization agreement must be completed and returned to our office with a VOIDED CHECK (No Deposit Slip) from the bank and account you wish funds to be drafted from. Once you have the form completed, signed and dated, send the agreement along with a VOIDED CHECK directly to:

> City of Sedalia
> Attn: Finance Department
> 200 S. Osage
> Sedalia, MO 65301

Office Use Only

Date Received: _____   Entered Date and By: _____