

CITY OF BAXTER
UTILITY AUTO-PAY FORM

TO: Baxter Utility Customers
FROM: Baxter Water Department

RE: Automatic Withdrawal Service/City Utility Bills

The City of Baxter offers automatic withdrawal service for payment of monthly City utility bills. The automatic withdrawal will be taken out on the 15th of each month. If the 15th falls on a weekend it will be taken out on the first business day after the 15th.

Please complete and sign the Authorization Agreement below and return to the City Clerk's office. **You will need to include a void check along with the completed Agreement.**

Thank you,

Peg Kimberley
City Clerk

AUTHORIZATION AGREEMENT FOR AUTOMATIC WITHDRAWAL

I hereby authorize the City of Baxter/Water Department to initiate a withdrawal to my checking/savings (select one) account number _____ at the depository named below.

Depository Name _____ City _____ St _____

Routing/Transit/ABA Number _____ for withdrawal of my checking/savings (select one) account number _____ for the amount due of my monthly City utility billing. This billing payable on the 15th of each month.

This authorization is to remain in full force and effect until the City of Baxter/Water Department has received written notification from me of its termination in such time and in such manner as to afford the City of Baxter/Water Department and any Depository involved a reasonable opportunity to act on it.

Name(s) of Account Owner(s) _____

Signature(s) _____

Date Signed _____