

**CITY OF BAXTER, IA
UTILITY AUTO-PAY FORM**



Automatic Withdrawal Service for City Utility Bills

The City of Baxter provides an automatic withdrawal service for monthly City utility bill payments. Withdrawals occur on the 15th of each month. If the 15th falls on a weekend or holiday, the withdrawal will be processed on the next business day.

To enroll, please complete and sign the Authorization Agreement below and return it to the City Clerk's office, including a voided check.

AUTHORIZATION AGREEMENT FOR AUTOMATIC WITHDRAWAL

I hereby authorize the City of Baxter/Water Department to initiate a withdrawal from my (circle one) checking/savings account listed below for the amount due on my monthly City utility billing. This payment will be processed on the 15th of each month.

Account number: _____
(second set of numbers on the bottom of your check)

Routing/Transit/ABA Number: _____
(first set of numbers on the bottom of your check)

Depository/Bank Name: _____

Bank City: _____ State: _____

This authorization will remain in full force and effect until the City of Baxter/Water Department receives written notification from me of its termination, allowing sufficient time for the City of Baxter/Water Department and any involved depository to act on it.

Bank Account Holder Name: _____

Signature: _____

Date: _____