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# AUTOMATIC BILL PAYMENT PLAN

## ACH Authorization

Effective \_\_\_\_/\_\_\_\_/\_\_\_\_, I (We) hereby **authorize** the CITY OF RUSSELL to deduct the amount of my monthly utility bill from my banking account in the financial institution listed below. I understand my automatic payment will be deducted on the due date every month for each bill.

City Account #(s) \_\_\_\_\_ Account Holder Name(s) \_\_\_\_\_

Bank Name \_\_\_\_\_ Bank Address \_\_\_\_\_

Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_

I will continue to receive my monthly bill showing usages and billing amounts. In addition, my monthly bill will clearly indicate that it will be PAID BY BANK DRAFT. This authorization is to remain in full force and effect until the City of Russell has received written notification from me, at least ten (10) days prior to the due date, of my intent to revoke this Automatic Bill Payment Plan. The City will revoke the authorization when a second insufficient funds item is received within one year. This payment plan is offered at no charge by the City of Russell.

Date \_\_\_\_\_ Signature(s) \_\_\_\_\_

Applicant

Co-Applicant

(Please attach a voided check for account number and bank confirmation)

### ATTACH VOIDED CHECK

**OFFICE USE ONLY**

Received By: \_\_\_\_\_ Date \_\_\_\_\_ Updated By: \_\_\_\_\_ Date \_\_\_\_\_ Verified By: \_\_\_\_\_ Date \_\_\_\_\_

## ACH Revocation

Effective \_\_\_\_/\_\_\_\_/\_\_\_\_, I (we) hereby **revoke** that authorization previously given to the CITY OF RUSSELL to automatically withdraw my monthly utility bill from the forementioned authorized account.

Note: This revocation section ONLY applies to the above authorized city account(s) and above authorized bank account. If both applicant and co-applicant signatures are completed above, BOTH will need to be completed for revocation UNLESS a name change form was previously completed and is on file with the City of Russell.

Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Co-Applicant Signature \_\_\_\_\_

**OFFICE USE ONLY**

Updated By: \_\_\_\_\_ Verified By: \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_