



306 S Water St
Silverton, OR 97381

**CITY OF SILVERTON
WATER/SEWER SERVICE AUTOMATIC BILL PAYMENT
AUTHORIZATION AGREEMENT**

I authorize the City of Silverton to deduct funds from my checking/savings account at the financial institution named below to pay my City of Silverton utility bills. I understand that I can stop these automatic payments if I notify the City of Silverton in writing by the last day of the month.

I also understand that the City of Silverton and/or my financial institution can stop my participation in this service, if necessary.

Utility Account # _____

Name on City water/sewer account

Address where you receive water/sewer service

Your name as shown on financial institution records

Daytime phone#

Name of your bank, savings and loan or credit union

Checking/Savings
(please circle)

Your signature as shown on financial institution records

Date

Please attach to the reverse side of this form an original check on which you've written "void" from the financial account you wish to debit.

(OVER)

PROCESS

In order to sign-up for auto-pay services I understand that my account needs to be current.

Each month we will continue to read your meter and send you a bill detailing the charges and showing the amount due to be automatically withdrawn from your account. If you need to temporarily suspend your auto pay due to a leak or abnormally high bill, please send written request by the 5th of the month.

For your convenience, your payment will be automatically deducted the 10th of the month.

TERMS AND CONDITIONS

If a customer changes banks or bank accounts and wants to continue using the auto-pay program, the customer must sign a new authorization agreement. Authorization forms must be received by the Finance Department by the last working day of the month.

Customers will pay a returned-item fee as specified by the City for any automatic deduction that is returned to the City of Silverton.

Initials _____

SIGN UP FOR PAPERLESS BILLING

Would you like to stop receiving paper bills? Yes No Initials ____

Attach voided check here