

Auto-Pay Authorization Form



Q: HOW DO I SIGN UP?

A: Complete and return this form and include a voided check (for checking account) or deposit slip (for savings account).

Q: HOW SOON WILL THE AUTOMATIC PAYMENT DEDUCTIONS BEGIN?

A: Please allow two weeks to set up your automatic withdrawals once you have turned in your form to city hall. Your automatic payments will take place the week prior to the due date. Your utility bill will be mailed to you for your records every quarter. Note: If you are returning this form with your quarterly bill, please pay this quarter's bill by check or cash and your auto-pay plan will be set up starting with next quarter's billing.

Q: HOW CAN I BE SURE MY BILL HAS BEEN PAID?

A: Your monthly bank statement will reflect the automatic payment.

Q: WHAT IF I CHANGE BANKS OR ACCOUNTS?

A: Notify us immediately of any changes.

Q: WHAT IF I TRY THE PLAN AND DO NOT LIKE IT?

A: Just call city hall to stop the program.

By completing this form I authorize the City of Greenwood to collect payment of my utility bill by initiating a deduction from the bank account checked below.

Checking account (attach a voided check)

Savings account (attach a deposit slip)

Your Name

Utility Bill Account # (top right corner of bill)

Address, City, State, Zip

Bank Name

Bank Phone Number

Bank Routing Number

Account Number

Signature

Date

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