

-For Office Use Only- Name _____ Acct.# _____ Master Setup By _____ Date _____
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CITY OF DODGE CITY

**AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYMENT OF UTILITY BILL
(ACH DEBIT)**

I (we) hereby authorize the City of Dodge City to initiate variable debit entries (and if necessary, credit entries and adjustments for any debit entries in error) to my (our) bank account indicated below.
 I (we) also authorize the Financial Institution named below to debit and credit the same entries to such account. I (we) acknowledge the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

 (Financial Institution Name / Branch)

 (Address) (City-State) (Zip)

Type of Account: { }Checking { }Savings _____
 (Account Number)

 (Transit/Routing Number*) *The Transit/Routing Number is located in the lower left hand corner of your check (usually the first 9 digits).

PLEASE ATTACH A VOIDED CHECK TO THIS FORM

This authorization shall remain in full force and effect until the City of Dodge City has received written notification from me (us) of its termination in such time and in such manner as to afford the City of Dodge City and the Financial Institution a reasonable opportunity to act on it.

I understand that failure to ensure sufficient funds to cover the debit of my account for the amount listed on my utility bill is sufficient cause for termination of this agreement by the City of Dodge City. Additional charges may be assessed to my utility account and the City of Dodge City may terminate my utility services in such circumstance.

 Name (Please Print)

 Service Address (Meter location)

 Mailing Address

 Home Phone/Work Phone

 City, State, Zip

 Authorized Signature/Date

**LIST BELOW ALL ACCOUNTS TO BE AUTOMATICALLY DEBITED
(Attach a second page if needed)**

City of Dodge City Acct No.

City of Dodge City Acct No.

**Return the completed form to:
 City of Dodge City
 P.O. Box 880
 Dodge City, KS 67801**

**CITY OF DODGE CITY
BANK DRAFT MAKES PAYING YOUR UTILITY BILL EASY!**

City of Dodge City's BANK DRAFT option allows the amount of your monthly utility bill to be automatically deducted from your bank account. There's no check to write, no payment to mail, no more forgetting to pay – and best of all, BANK DRAFT will save you money. In fact, you will save money and time – no check writing costs, no postage expense, no more penalties and more time for you!

Here are some things to keep in mind when using BANK DRAFT for your Utility Bill payments:

- ✓ **Continue to pay your bill as usual until you see “Bank Draft – Do Not Pay” in the message section of your bill (lower left corner). The payment will come out of your bank account around the due date on your bill. This message indicates that the application process has been completed.**
- ✓ **We require written notification in our office at least one week prior to your “due date” to cancel an automatic payment.**
- ✓ **Automatic payments returned by your financial institution due to insufficient available funds will be treated the same as a returned check and will be subject to a return check charge. In addition, this automatic payment agreement may be subject to immediate cancellation.**
- ✓ **Refusal of payment by your bank may result in delinquency status, which could lead to penalties, a delinquency fee, and/or disconnection of your water meter.**

If you have any questions, please contact us at:

**City of Dodge City
Utility Office
(620) 225-8111**

www.dodgecity.org

Download a Bank Draft form from our web site