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# City of Mitchell

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612 NORTH MAIN STREET MITCHELL, SOUTH DAKOTA 57301 (605) 995-8420 FAX (605) 995-8054

## **\*UTILITY BILLING DIRECT PAYMENT PLAN\***

We are pleased to offer you the **Direct Payment Plan**. You can have your payment made automatically from your checking or savings account. You will not have to change your present banking relationship to take advantage of this service.

**The Direct Payment Plan** will help you in several ways:

- ❖ Saves time by fewer checks to write
- ❖ Helps meet your commitment in a convenient and timely matter – even if you are on vacation or out of town
- ❖ Saves on postage
- ❖ Easy to sign up/easy to cancel

Here is how the **Direct Payment Plan** works:

You authorize the monthly payment to be made from your checking or savings account automatically. Proof of payment will appear on your statement. **The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization.**

The **Direct Payment Plan** is dependable, convenient, and easy to use. To take advantage of this service, please complete the attached authorization form and return it to us with a voided check.

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### **AUTHORIZATION FOR DIRECT PAYMENT**

I authorize the City of Mitchell and the financial institution named below to initiate entries to my checking/savings account. The City transmits the file to the financial institutions on the first working day of each month. **This authorization will remain in effect until I notify you in writing to cancel it.**

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Name of financial institution

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City

State

Zip code

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Account number

Checking

or Savings

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Financial institution routing number

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Name printed

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Signature

Date

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Address

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City utility billing account number

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Email Statement: yes or no    Email Address: \_\_\_\_\_

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{-----PLEASE ATTACH VOIDED CHECK HERE-----}