

## UTILITY BILL PAYMENT PLAN – AUTOMATIC BANK DRAFT OPTION

The Automatic Bank Draft Option authorizes the City of Dowagiac to deduct my utility payment, on approximately the 10<sup>th</sup> of each month, from the bank account of my choice. This form needs to be **accurately completed, signed and returned to the Utility Department along with a voided check** in order for the deduction to begin.

This is my authorization for the City of Dowagiac Utilities Department to automatically

debit my ( ) checking ( ) savings account \_\_\_\_\_  
(Account Number)

\_\_\_\_\_ at the \_\_\_\_\_ branch of  
(ABA Routing Number) \* (Branch)

\_\_\_\_\_ in \_\_\_\_\_,  
(Financial Institution)\* (City)

\_\_\_\_\_  
(State)

*\* PLEASE CONTACT YOUR FINANCIAL INSTITUTION TO VERIFY YOUR ACCOUNT AND ABA ROUTING NUMBER INFORMATION.*

This authorization is to remain in full force and effect until one of the following occurs:

(1) The City receives written notification from me (or either of us) requesting termination of said authorization in such time and in such manner to afford the City and the financial institution named above a reasonable opportunity to act on it.

(2) The City received two non-sufficient fund notices from the bank in any twelve (12) month period. In this situation, the customer will be notified by the City of the NSF notices, charged the applicable NSF fee and placed on a cash basis for paying City utility bills.

I also understand that if corrections in the deduction amount are necessary, it may involve an adjustment (credit or debit) to my account.

**THIS AUTHORIZATION IS NON-NEGOTIABLE AND NON-TRANSFERABLE.**

\_\_\_\_\_  
(Utility Billing Account #)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Service Address)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Telephone #)