

# BANK DRAFT YOUR UTILITY BILL

**STOP WRITING CHECKS** for your monthly utility bill!

If you would like to save time, postage and envelopes and write fewer checks, we can help. With your "OK", we will deduct your monthly water, sewer, sanitation, and storm water bill for you by charging it to your checking account. No more worries about your payment getting delayed or lost. You can even take care of business while you are out of town or on vacation.

All of this and there is NO CHARGE!

To establish AUTO PAY Services, simply tell us which bank, savings & loan or credit union account you would like to use to pay your bill. You will need to provide our office with a voided check or deposit slip with pre-printed account and routing numbers from the account you are planning to debit. The rest is automatic.

When you receive the first bill on which is printed "Notice — Do Not Pay — Account Charged on Due Date", you will know you are on the system. You still receive your bill as usual. You will know the exact amount of your bill and the date of payment before it is deducted from your account. If you have a question about your bill you can call and get it resolved prior to the drafting date. If the bill looks OK, relax and it will be paid automatically on the due date. Your payment will appear on your next account statement.

You should be aware that if your account is drafted twice in one year unsuccessfully, you will be removed from the AUTO PAY for six months. To re-establish the bank drafting service after being removed for six months you must make your request in writing.

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**PLEASE COMPLETE THIS FORM AND ATTACH A VOIDED CHECK OR DEPOSIT SLIP. Return to Lawrence Utility Billing, P.O. Box 708, Lawrence, KS 66044**

_____ Utility Account Holder (please print)	_____ Utility Billing Account Number
_____ Name of Financial Institution	_____ Financial Institution's City and State
_____ Bank Account Number	_____ Bank Account Holder (please print)
_____ Authorizing Signature of Bank Account Holder	_____ Date

I hereby request and authorize the financial institution named above to pay my monthly utility bill by charging each payment to the account specified above. I agree that each payment shall be the same as if it were a check or withdrawal personally signed and authorized by me. **This authority is to remain in effect until revoked by me in writing.** In addition, I have the right to stop payment of a charge by notifying the Utility Billing division three days prior to the due date on my bill. I understand that both the City of Lawrence and the financial institution named above reserve the right to terminate this payment plan or my participation therein.