



Authorization for Bank Draft Utility Payments

By completing and submitting this form, I authorize the City of Atchison to debit my account *monthly* for the purpose of paying my City utility bill. **I will also submit a voided check from the account below to verify account information.**

Name (as it appears on utility bill): _____

Phone: _____

Service Address: _____

Utility Account #: _____

BANK INFORMATION

Financial Institution: _____

City, State, Zip: _____

Phone: _____

Routing # (1st nine numbers farthest to the left of your checks): _____

Account Number: _____

This account is a: Checking Account _____ Savings Account _____

I have read the attached terms and conditions, and fully understand them. This authorization will remain in full force until the City of Atchison or I terminate this agreement by written notification.

Signature

Print Name

Date

Internal Use Only

Date Application Received: _____

Processed By: _____

TAPE A VOIDED CHECK HERE

Return this page along the authorization form above to:

City of Atchison
515 Kansas Avenue
Atchison, KS 66002

Questions? Our customer service representations are standing by at 913-367-5500. Find us on the web at www.cityofatchison.com.

Automatic Bill Payment Terms and Conditions

The following terms and conditions have been set forth and enforced by the City of Atchison:

- I, the account holder, will have my monthly utility bill automatically withdrawn from my checking/savings account the day before my bill is due.
- I, the account holder, may designate an amount that my automatic withdrawal cannot exceed due to an abnormal utility bill.
- If my withdrawal is returned due to insufficient funds, my account will be charged for the amount of my monthly bill, in addition to a non-refundable fee of \$5.00.
- The automatic payment authorization may be terminated at any time by the City of Atchison or me, the account holder. The termination must be in writing and submitted 10 days prior to the automatic withdrawal.

These terms and conditions will remain in affect until such notice is given to the account holder.