



## Direct Utility Payment through ACH Debit

### Now Available

#### **AUTOMATIC BILL PAYMENTS**

Your payments are paid automatically from your checking or savings account. No more having to write checks!

#### **TIME AND MONEY SAVINGS**

You save the time spent writing and mailing checks plus the cost of stamps, checks, and envelopes. It's **FREE** to sign up!

#### **RELIABLE**

Your bill is paid on time, every time. You never have to worry about forgetting a payment, or mailing it on time.

#### **SAFE**

Automatic payments are extremely accurate. And there are no checks to be lost, stolen, or delayed in the mail.

Complete and sign the attached authorization form and return with this month's payment. Standard bills will continue to be mailed by the 5<sup>th</sup> of every month with ACH Debit occurring on the 15<sup>th</sup> or the next business day. Rejected payments are subject to a \$30 NSF fee.



### **AUTHORIZATION FOR DIRECT PAYMENT AUTOMATIC BILL PAYMENT**

I (we) authorize the Town of Northlake to initiate variable entries to my (our) account described below:

Checking Account No \_\_\_\_\_ Savings Account No \_\_\_\_\_

Financial Institution's Name \_\_\_\_\_

Financial Institution's Address \_\_\_\_\_

Attach a voided check, savings deposit slip **OR** provide the financial institution's routing number \_\_\_\_\_

This authority is to remain in full force and effect until the Town of Northlake has received written notification from me (or either one of us) of its termination in such time and manner as to afford the Town of Northlake a reasonable opportunity to act on it.

#### ***Optional for Joint Account***

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Full Name \_\_\_\_\_ Full Name \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

Daytime Contact Number \_\_\_\_\_ Daytime Contact Number \_\_\_\_\_

Address \_\_\_\_\_

