

# City of Hawarden

P.O. Box 231 ~ Hawarden, Iowa 51023  
(712) 551-2565  
<http://www.cityofhawarden.com/>

## AUTOMATIC PAYMENT PLAN AUTHORIZATION AGREEMENT

- ✓ The Automatic Payment Plan allows you to have your monthly utility and/or cable/phone bill automatically deducted from your bank account (checking or savings).
  - We will continue to send you a copy of your utility and/or cable/phone bill(s), but it will indicate "Paid at Bank."
  - The billing will be deducted from your account **10 days** after the billing date on the statement and will appear on your monthly statement from your financial institution.
- ✓ If you are on the level payment plan (budget-billing), you may want to consider using the automatic payment plan to make your monthly payments.
- ✓ To start automatic billing, complete the form below and return it to the city offices. If you need help with the account or transfer numbers, call your financial institution or the city offices and they will help you.

### Step 1: Complete your Name and Address.

\_\_\_\_\_ Hawarden, IA 51023  
Customer Name Street Address

### Step 2: Indicate the bill(s) you wish to pay.

Utility Bill \_\_\_\_\_  Cable/Phone Bill \_\_\_\_\_  
Account # (from your Bill) Phone Number

### Step 3: Indicate the account you wish to pay from.

\_\_\_\_\_ **OR** \_\_\_\_\_  
Checking Account Number Savings Account Number

\_\_\_\_\_ Financial Institution City & State Transit/ABA Routing Number

### Step 4: Read and sign authorization.

1. I authorize the City of Hawarden and the designated financial institution to initiate automatic electronic debit entries from the account specified.
2. I understand this authority will remain in effect until cancelled (in writing) by the City of Hawarden, the financial institution designated, or by myself.

\_\_\_\_\_ Date  
Account Holder Signature

### Step 5: Attach a deposit slip or voided check. (Only ONE checking or savings, please)