



UTILITY ACCOUNT DIRECT PAY

The City of Halsey offers the ability to have your monthly utility bill automatically withdrawn from your bank, free of charge. Use this form to enroll, make changes to your account information, or discontinue Direct Pay registration.

- **How to Enroll:** Complete this form and return to City Hall by the 20th of the month to enroll in Direct Pay for the following month. Once in effect, your utility bill will indicate "Direct Pay." Please continue to make payments as usual until you receive confirmation on your utility bill that you have been enrolled.
- **Due Date:** Payments will be initiated on the 25th of the month. If the due date falls on a weekend or holiday, payments will be processed the next business day.
- **Insufficient Funds Policy:** If there are insufficient funds in your bank account when the bank draft is executed, your account will be treated as if you had written a check that had been returned for insufficient funds. A penalty will be assessed and your account will be in a delinquent state until you provide payment in full by cash or credit card. A second instance of insufficient funds will result in withdrawal of our bank drafting services for your account(s).
- **Cancelling or Making Changes to Direct Pay:** Written notice must be received by the 20th of the month prior to the due date to cancel Direct Pay enrollment or change banking information. Customers are not eligible for re-enrollment for a period of three months after cancelling enrollment

DIRECT PAY ENROLLMENT/CHANGE FORM

ACTION

Enroll in Direct Pay

Change My Banking Information

Cancel Direct Pay

CUSTOMER INFORMATION

Name: _____ Phone: _____

Service Address: _____ Utility Account #: _____

BANKING INFORMATION (PLEASE ATTACH A VOIDED CHECK)

Depository Name (Your Bank): _____ Checking Savings

Routing #: _____ Account #: _____

I authorize the City of Halsey to initiate a monthly deduction from my financial institution listed above in the amount shown on my monthly utility statement. This agreement is to remain in effect until the City receives written notification from me in such time and manner as to afford the City and Banking Institution a reasonable opportunity to act on it.

Signature: _____ Date: _____