

HAWLEY PUBLIC UTILITIES

305 6TH ST, PO BOX 69

HAWLEY, MN 56549

PHONE: 218-483-3331 FAX: 218-483-3332

DIRECT PAYMENT AUTHORIZATION

I authorize the Hawley Public Utilities to initiate electronic debit entries for payment of my utility bill. Please debit my:

_____ Checking Account **Payment will debited from your account on the**

_____ Savings Account **10th of each month. (or next working day)**

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U. S. law. This authority will remain in effect until I have cancelled it in writing.

Customer Name _____ **Service Address** _____

Utility Account _____ **Phone Number** _____

Signature _____ **Date** _____

Financial Institution (Please Print) _____

Financial Institution Routing Number _____

Financial Institution Account Number _____

Financial Institution City and State _____

PLEASE VERIFY THAT THE ABOVE INFORMATION IS WRITTEN DOWN CORRECTLY!!

To ensure the security of the above information, please place this sheet in an envelope, seal and return it to City Hall by the 20th of the month. If the Authorization form is not received prior to the 20th of the month, your Direct Payment Option will not be activated until the following month.

HAWLEY PUBLIC UTILITIES DIRECT PAYMENT

A Direct Payment option is now available to pay your Hawley Public Utilities bill. This program is for customers who wish to have the Hawley Public Utilities automatically pay their bill from an authorized account on the 10th day of each month. If the 10th is a non-business day, the payment would be withdrawn on the next business day.

Customers will continue to receive their monthly utility postcard so that they can monitor their usage and see what the payment will be on their account.

This program is voluntary and offered as a service to our customers.

If you would like to sign up for Direct Payment please fill out the reverse side of this form and return to City Hall. It is essential that you clearly fill out the numbers on this form so that the proper accounts are processed.

JOHN DOE
1234 GARDEN ST
ANYTOWN, USA

Date _____

1195

16-1000/1220
01

Pay to the Order of _____ \$ _____ Dollars

CITY NATIONAL BANK
HEAD OFFICE
310-453-4363
422 South Broadway Drive
Beverly Hills, CA 90210

For _____

⑆ 220160666 ⑆ 1195 ⑆ 9999999999 ⑆

ABA Check Routing Number	Check Number	Account Number
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Confidentiality is our top priority so please place your form in a sealed envelope and return to Hawley City Hall.

The program is starting with the February 1, 2010 bill. We will need to have your form by the 20th of January to get you signed up for February 1st. You can become a Direct Payment customer at any time. Just sign up by the 20th and you will be added on the next utility billing cycle.

Customers can also elect to discontinue Direct Payment service. Simply provide us with a written request to stop the program.

We would be happy to answer any questions you may have regarding this Direct Payment Program. Call City Hall and ask for Mary (218)483-3331.