



AUTHORIZATION FOR DIRECT PAYMENT FORM

I, the undersigned, authorize the City of Chetek to debit/credit my account for my utility billing each month. The deduction will occur on or about the 14th of each month.

I understand I have the right to terminate/revoke this authorization by writing to the City of Chetek prior to the 5th of the month. If the termination letter is not received before the 5th of the month, the termination will not take place until the following month.

Customer Signature: _____ Date: _____

Utility Account No.: _____ Telephone No.: _____

.....

BANK ACCOUNT INFORMATION

Bank Name: _____ Acct. Number: _____

Name on Account: _____

Address of City Property: _____

Mailing Address: _____

Account Type: savings _____ checking _____ Bank Routing/Transit No. _____

*(Please **attach** a voided check with this completed request to the City of Chetek at the above address. Otherwise, your financial institution will provide you an ACH form if you ask them with your account number and routing number to provide to the city.)*

NOTE: UNTIL YOU RECEIVE CONFIRMATION FROM THE CITY OF CHETEK THAT YOUR PAYMENT IS BEING WITHDRAWN DIRECTLY FROM YOUR CHECKING/SAVINGS ACCOUNT, YOU MUST MAKE PAYMENT VIA CHECK, MONEY ORDER OR CASH TO THE CITY.