

# City of Oakes

## APPLICATION FOR AUTOMATIC WITHDRAWAL

The City of Oakes is now offering a service to its utility customers: **AUTOMATIC WITHDRAWAL PLAN**, in which your utility bill is deducted from your bank account monthly. There are several benefits:

- \*Saves time – fewer checks to write
- \*Pays your utility bill conveniently and timely
- \*No lost or misplaced statements – payment always on time
- \*Saves postage
- \*No late charges

**To sign up for this service, please complete the following form and return it to City Hall.**

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Name on utility bill \_\_\_\_\_

Service Address \_\_\_\_\_

Please take my payment directly from my: Checking \_\_\_\_\_ Savings \_\_\_\_\_

*\*Please attach a voided check*

Name of Financial Institution \_\_\_\_\_

Institution Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_

Example:



Please circle which date you wish to have the deduction taken: 5<sup>th</sup> or 15<sup>th</sup>

Authorized Signature on Account \_\_\_\_\_

Date \_\_\_\_\_

*\* Customer will continue to receive monthly utility statement showing the amount of automatic payment to be deducted.*

*\*The City of Oakes may cancel this agreement at any time. If you wish to cancel the agreement you must notify City Hall two weeks prior to next payment date. There will be a service charge for any payments returned as NSF and such a payment will be cause for immediate cancellation of this agreement.*

**Office Use Only**

Date Entered \_\_\_\_\_

Initial \_\_\_\_\_

First Deduction \_\_\_\_\_