

# Utility Direct Payment

The City of Napoleon offers direct payments of utility bills to its customers. You may pay your utility bill by direct payment through your checking or savings account. The due date of your utility bill will be the effective date that your account will be debited. This procedure can be processed with this form provided by the City or your bank. A signature and an accurate checking or savings account number and correct routing number are necessary to implement this service.

## DEBIT AUTHORIZATION FORM

### AUTHORIZATION AGREEMENT FOR PRE-ARRANGED PAYMENTS (DEBITS)

COMPANY NAME City of Napoleon COMPANY ID \_\_\_\_\_

I (we) hereby authorize the City of Napoleon to initiate debit entries to my (our) Checking account indicated below and the bank named below, to debit the same to such account.

BANK NAME \_\_\_\_\_ BRANCH \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_  
BK TRANSIT/ABA NO. \_\_\_\_\_ ACCOUNT NO. \_\_\_\_\_  
SAVINGS  CHECKING

This authority is to remain in full force and effect until Company and Bank have received written notification from me (or either of us) of its termination in such time and in such manner as to afford Company and Bank a reasonable opportunity to act on it. A customer has the right to stop payment of a debit entry by notification to Bank prior to charging account. After account has been charged, a customer has the right to have the amount of an erroneous debit immediately credited to his account by Bank up to 15 days following issuance of statement or 45 days after posting, whichever occurs first.

NAME (s) \_\_\_\_\_ UTILITY ACCT. NO \_\_\_\_\_

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

SIGNED \_\_\_\_\_

It is the City of Napoleon's current practice to stop the direct payment process upon a non-sufficient fund. A non-sufficient fund on direct payment will be handled as a delinquent utility account. A ten percent (10%) penalty will be applied to the utility account *and* a \$25.00 returned debit fee will be charged.