

## Automatic Utility Bill Paying: As Easy as 1-2-3

The City of Williamston is now offering Free Automatic Checking Withdrawal for utility bill payments.

The City strives to offer the best service to you, our customer. Automatic utility bill payment is a means of paying your utility bill with ease and at no cost to you.

Whether you are busy working, going on vacation or just looking to simplify your bill paying, automatic utility bill paying is the right choice for you. This service is offered free to all City customers, residential and business alike.

In addition to payment ease, use of this new system will pay your bi-monthly bill on time, every time. Never incur a late fee again!

### Automatic Utility Bill Payment Process

You will still receive a utility bill at the beginning of every other month that shows you the amount that will be withdrawn from your selected bank checking account. Withdrawals will be made on the 23<sup>rd</sup> day of the same month. If the 23<sup>rd</sup> falls on a weekend or holiday, payment will be taken the next business day.

To begin the Automatic Bill Payment process, simply complete this authorization form and return it along with a VOIDED check to City Hall.

### Just 3 Easy Steps and It's Free!

1. Fill out the authorization form.
2. Write "VOID" across the face of one of your checks.
3. Return the completed authorization form with your voided check to City Hall. Each person listed on the account will need to sign the authorization agreement. **(We cannot process without a voided check.)**

**City of Williamston**  
**Authorization Agreement for Pre-Authorized Utility Bill Payment**

I (we) authorize the City of Williamston to initiate withdrawals from my (our) account for the amount of my (our) bi-monthly utility bill payment. I (we) understand my (our) automatic payment will be deducted from my (our) checking account at the financial institution below and further authorize them to do so. This authority is to remain in effect until the City of Williamston has received written notification from me (us) of its termination and in such time that the City and the bank has reasonable opportunity to act on it.

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Name/Names on the Account

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Address

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Phone Number

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Utility Bill Account Number/Numbers

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Name of Financial Institution

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Routing Number

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Checking Account Number

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Signature

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Date

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Signature

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Date

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