

Direct Payment for City Water and Sewer Services

The Independence Utility Direct Payment program is the safe, convenient way to pay your Water and Sewer bill automatically every month. No checks. No stamps. This is a recurring payment option that allows for the Independence Utility to deduct payment directly from your bank account every month, without hassle to you, and at no additional cost. If you would like to enjoy the benefits of this service, simply complete the authorization form below.

Account Number: _____

If you do not have your account number just leave this blank and we will fill it in. Also, please fill out one sheet per property/account.

First Name: _____ Last Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

E-mail Address: _____

Payment Method:

- Checking
- Savings

Bank/Financial Institution Name: _____

Routing Number: _____

Bank/Financial Institution Account Number: _____

Toni O. Sample
1234 Any Street
Anytown, US 12345-1234

DATE _____ 1234

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

YOUR BANK YB
Address of Bank

Memo _____ Signature _____

:123456789: 987654321 1234

Routing Number Account Number

Note: The routing number must be provided from your check and not from your deposit slip. This will enable us to process your request correctly.

Signature: _____ Date: _____

Terms and Conditions for Recurring Payments

The following are the terms and conditions which will confirm your agreement to have your Independence Water and Sewer bill paid by an automatic recurring debit from your bank account.

The Independence Utility's recurring direct debit program allows you to pay your monthly Water and Sewer bill through automatic deductions from your checking or savings account. Once you complete and submit this form you authorize the Independence Utility to automatically debit your bank account identified above each month on the date payment is due as shown on your bill. If you want to change the bank account that will be debited, or if your financial institution and/or bank account number ever changes, you must fill out another form.

Please remember that in order to put this authorization in place or to make any changes, you must be the person named on the bank account and authorized to make withdrawals. Your new electronic payment should begin within 60 days after your completed enrollment form is received. You should continue to pay your bill as you always have until you see a statement printed on your bill that instructs you not to mail a payment. If you want to stop this payment option, please call the Independence City Hall at 715-985-3055.

The Independence Utility will provide you with a monthly statement of your account each billing period. You agree to review each statement you receive for any errors. Under federal law, you have the right to hold up or stop an electronic funds transfer provided you give your financial institution notice of at least three business days before the scheduled transfer date. If you inform the Independence Utility that an error exists on your statement, we will attempt to correct that error in a timely manner to the extent permitted by law. The Independence Utility shall bear no liability or responsibility for any losses of any kind that you may incur as a result of an erroneous statement or due to any delay in the actual date on which your account is debited. The Independence Utility's sole liability to you shall be the Independence Utility's obligation to make any appropriate changes once in receipt of your written notification. The actual settlement date (or date the ACH transaction occurs against your checking or savings account) will be no earlier than 3 days before the invoice due date.

You agree to be bound by any rules your financial institution requires for pre-authorized electronic funds transfer. Your bank's policies will determine if any additional charges will apply to your account and how the debit charges will appear on your banking statement. If the payment does not go through for any reason including, for example, insufficient funds, closed accounts, unauthorized withdrawals, your Water and Sewer payment will not be processed. In addition, you may be subject to an additional charge by the Independence Utility and/or your bank if the bank rejects or reverses the debit payment.

Your participation in this payment option is subject to the Independence Utility's approval. You understand that the Independence Utility reserves the right, upon written notification, to terminate your participation in this payment option or to terminate this option at any time. Termination shall not prevent a debit transaction authorized before any notice of termination.

For additional information or if you have any questions please call 715-985-3055.