

For office use:

City of Spearfish

Account # \_\_\_\_\_

Completion Date \_\_\_\_\_ By \_\_\_\_\_

ACH current balance? YES NO

***CITY OF SPEARFISH***  
**AUTHORIZATION FOR DIRECT PAYMENT**

I authorize the City of Spearfish and the financial institution named below to initiate entries to my checking/savings account. This authority will remain in effect until I notify the City in writing to cancel it is such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying the City Finance Office three (3) days before my account is charged.

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name- *Please Print* \_\_\_\_\_

Property Address- *Please Print* \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Bank Account Number \_\_\_\_\_ Checking \_\_\_\_ Savings \_\_\_\_

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

Between these symbols |: |: on the bottom left of your check

**PLEASE ATTACH A VOIDED CHECK**

# ◆◆◆◆DIRECT PAYMENT PLAN◆◆◆◆

## CITY OF SPEARFISH



### HERE IS HOW THE DIRECT PAYMENT PLAN WORKS

You authorize the regular monthly payment to be made from your checking or savings account. Then, just sit back and relax. Your payments will be made automatically **on the bill due date**. Proof of payment will appear with your bank statement.

The authority you give to charge your account will remain in effect until you notify us to terminate the authorization. Insufficient funds in your account at the time of any direct payment withdrawal will result in a \$40.00 service charge, plus applicable late fees.

You will be able to tell if the Direct Payment Plan has been activated for your account by looking in the lower left-hand corner and upper portion of your bill for the notation "Auto Bank Debit-Do Not Pay". The current "amount due" will be deducted from your account on the "date due".

### THE DIRECT PAYMENT PLAN WILL HELP YOU IN SEVERAL WAYS

- o It saves time---you'll have fewer checks to write
- o Helps meet your commitment in a convenient and timely manner---even if you are on vacation or out of town
- o Helps avoid lost or misplaced statements, your payment is always on time
- o It saves postage or travel to the Municipal Services Centre
- o It is easy to sign up and easy to cancel
- o No late charges

If you have any questions, please call the Utility Billing Office at  
(605) 642-1327.