

CITY OF BANDON

Direct Payment Plan for Utility Customers

We are pleased to offer you the new service of DirectPay. You can now have your utility payments automatically deducted from your checking or savings account. You do not have to change your present banking relationship in order to take advantage of this service.

DirectPay works like this

You authorize your City of Bandon utility bill to be paid directly from your checking or savings account. For your records, a utility statement showing usage and the amount billed will be mailed to you and the payment will be debited from your account on 10TH of each month. The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization.

DirectPay Plan is dependable, convenient and easy

Please complete the attached authorization form return in person to: 555 Hwy 101, Bandon, OR 97411 or by mail to: **Utility Billing, City of Bandon, P.O. Box 67, Bandon, OR 97411**. If you have any questions, please call us at 541.347.2437.

TERMS AND CONDITIONS

I understand that by signing this form and submitting it to City of Bandon I agree to abide by the following terms and conditions:

1. I am solely responsible for maintaining sufficient funds in my account to cover full payment at the selected time.
2. If funds in my account are not adequate to cover the amount of my electric bill, I understand that City of Bandon has the right to terminate my participation in this program with no further notice to me and will impose a fee for Non-Sufficient Funds.
3. I understand that this authorization remains in effect until cancelled by me in writing. I also understand there may be a time delay in cancelling the withdrawal and acknowledge that there might be one last payment that will come out of my account automatically.

I hereby authorize City of Bandon to initiate variable entries to my account identified below for payment of my utility bills. Making this authorization, I agree to all terms and conditions listed above. **PLEASE BE SURE TO ATTACH VOIDED CHECK TO THIS FORM BEFORE SUBMITTING TO CITY OF BANDON FOR PROCESSING.**

NAME (as it appears on utility bill)

NAME FINANCIAL INSTITUTION (COMPANY)

CITY OF BANDON UTILITY ACCOUNT NUMBER

YOUR BANK ACCOUNT NUMBER Checking Savings

SERVICE ADDRESS

YOUR BANK ROUTING NUMBER

HOME TELEPHONE / CELL NUMBER

AUTHORIZED SIGNATURE / DATE

PAYMENT WILL BE DEBITED FROM YOUR ACCOUNT THE 10TH OF EACH MONTH.

*****IF YOU WISH TO CANCEL DIRECTPAY PLEASE GIVE AT LEAST ONE MONTH'S NOTICE TO UTILITY BILLING, 541-347-2437.**

CANCELLATIONS ARE PROCESSED BETWEEN THE 12TH AND THE 26TH OF THE MONTH***