



**DIRECT PAYMENT FORM**  
**CITY OF STAPLES UTILITIES**

Sign up to have your monthly payments automatically withdrawn from your checking or saving account. Direct Payment provides several advantages:

- It saves time – no checks or trips to City Hall
- It saves postage or gas
- No late fees due to misplaced statements
- Helps meet your payment commitment in a timely manner

You authorize regularly scheduled payments to be made on the 15<sup>th</sup> of each month or the next business day. Proof of payment will appear on your statement.

The authority you give to charge your account remains in effect until you notify us in writing to terminate.

The direct payment plan is dependable, flexible, convenient and easy. Fill out the following authorization and **staple a voided check to the form**. You can mail it in or drop it off during regular business hours at 122 6<sup>th</sup> St NE, Staples, MN 56479.

**AUTHORIZATION FOR DIRECT PAYMENT**

I authorize City of Staples and the financial institution named below to initiate entries to my checking/savings account. This authority will remain in effect until I notify City of Staples in writing to cancel it and allow the financial institution a reasonable time to act on the cancellation.

Attach a voided check for account verification.

FINANCIAL INSTITUTION

BRANCH

CITY

STATE

ZIP

SIGNATURE

DATE

PRINT NAME

SERVICE ADDRESS

Financial Institution Acct Number

Checking

Savings

Financial Institution Routing Number

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**OFFICE USE**

Utility Account Number

Date