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Sign up to have your monthly payments automatically withdrawn from your checking or saving account.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 schedule payments to be made on the 15th of each month. 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 attach a voided check to the form. You can mail it in or drop it off during regular business hours at 122 6th 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.

_____ _____

FINANCIAL INSTITUTION BRANCH

_____ _____ _____

CITY STATE ZIP

_____ _____

SIGNATURE DATE

_____ _____

NAME ADDRESS

_____

EMAIL ADDRESS

ACCOUNT NO. _____ CHECKING _____ SAVINGS _____

FINANCIAL INSTITUTION ROUTING NUMBER _____

OFFICE USE

Utility Account Number _____ Date _____