

Here's how the Automated Bill Payment Plan works: (Optional and Free Plan)

Each billing period you will receive your water/sewer bill as usual. If you have a question about your bill, just call City Hall within ten days of the bill date. Then on the bill due date (the 15th of each month), your Financial Institution will automatically deduct your payment from your checking or savings account. Proof of payment will appear on your bank statement. If any changes need to be made, regarding stopping the auto withdrawal or changing bank accounts you need to make contact with city hall before the 10th of the month.

Automated Bill Payment benefits you:

Saves money * No checks, no stamps

Saves time * No writing checks or trips to the Post Office or City Hall to make payment

Accurate and reliable * No lost or delayed payments in the mail

Payments are made on the due date (the 15th of each month- if 15th falls on a weekend or a holiday, the next business day) and are never late

Bills are paid automatically, even when you are out of town

Free of Charge * The City of Hartford offers the Automated Bill Payment Plan free of charge.

In about one month, you will see a message on your bill (Direct Payment- Do Not Pay) alerting you that the Automated Bill Payment Plan is in effect. Until then, please continue to pay your bill as usual.

***TO SIGN UP:** Complete the attached authorization form and return it to City hall with a **Voided Unsigned Check or a copy** from your financial institution.

Please keep above portion for your records (return bottom portion)

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of Financial Institution: _____

Routing Number: _____

Checking Acct. Number: _____

Savings Acct. Number: _____

I authorize City of Hartford and the financial institution named herein to initiate variable entries to my checking/savings account. This authority will remain in effect until I notify the City of Hartford or the financial institution in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act. Also, I agree that I remain obligated to pay for utility services in the event that a charge to my bank account is dishonored, for whatever reason, and the City of Hartford retains its normal collection rights, including the collection fee of \$30.00 for insufficient fund check fee. I also realize my water/sewer bill may fluctuate monthly, causing variable entries to my checking/saving account. The City will not be liable for wrong account and routing numbers without a void check.

Signature: _____ Signature: _____

Note: If account is in two names, both signatures are required.

Mail to: City of Hartford
125 N Main Ave, Hartford, SD 57033