

Automatic Utility Payments Now Available!

You can now pay your Riverton City utility bill without writing a check, buying stamps or making special trips to City Hall. Just sign up for **Direct Debit** and your utility bill payment will be automatically withdrawn each month from your personal checking or savings account at your bank or credit union.



Signing up for **Direct Debit** is easy and free. To sign up, complete the form on the back and return it along with a voided check or deposit slip and your current months payment to the Utility Billing Department.

The first month after receiving your application, we will process a pre-notification to verify all banking account information. No funds will be transferred at that time, so you will need to pay your utility bill manually that month. If there are no problems with the pre-notification process, your first payment will be debited from your bank account on the 25th of the following month.

After **Direct Debit** has been initiated, you will still receive a monthly statement to ensure the correct payment was made from your bank account. Simply double-check for your payment on your bank statement.

For more information, contact the Riverton City Utility Billing Department at 208-3117 or 208-3133.





Direct Debit Authorization Agreement

Terms and Conditions

1. Automatic payments will be deducted from Customer's designated bank account on the 25th of each month, plus or minus three business days.
2. If Customer changes banks or bank accounts, customer will need to sign a new Authorization Agreement. Manual payment will be required until the new account is established.
3. A new Authorization Agreement is not required if the bank name or account number is changed by the bank and notification is received from the bank.
4. Any Direct Debit payment that is returned unpaid to Riverton City Utilities will be charged a \$20.00 service charge. Failure to make payments could result in termination of utility services and your ability to use Direct Debit in the future.
5. Riverton City will reimburse Customer for wrongful debits made as a result of an error by Riverton City and actual bank charges incurred as a result of that error. Riverton City will not be liable for any other actual, incidental, consequential or special damages resulting from any wrongful debit.
6. Either party may terminate this Authorization Agreement at any time for any reason by notifying the other party in writing. Termination will be effective within one week after receipt of notification.

Customer Name (Please Print)

Utility Account Number

Service Address

Phone Number

IMPORTANT NOTE: To ensure proper bank coding of your transfer, please ATTACH A VOIDED CHECK OR DEPOSIT SLIP showing your complete account number.

I authorize Riverton City to begin deductions from my account with the financial institution named for payment on my city utility bill. I understand this authorization to be subject to the terms and conditions above.

This authorization will remain in effect until revoked by me in writing. I understand that I have the right to stop automatic payment of my city utility bill upon timely written notice to Riverton City prior to the time my account is charged. I understand that Riverton City and/or the financial institution indicated reserve the right to end this payment plan and my participation therein.

Bank Name: _____

Account #: _____

Checking

Savings

Signature: _____

Date: _____