



## City of Spencer Utilities Department

### **AUTO DRAFT**

The convenient, easy way to pay your monthly utility bill

#### **WHAT IS AUTO DRAFT?**

With Auto draft, payment of your monthly utility bill is automatically deducted from your bank account on the 10<sup>th</sup> of every month. Notice of the amount to be deducted will be sent by mail by the 1<sup>st</sup> of every month.

#### **HOW DOES IT WORK?**

You will continue to receive your monthly bill as in the past. It will say "PAID BY DRAFT - DO NOT PAY" and this amount will be deducted on the 10<sup>th</sup> of the month.

#### **HOW DO I SIGN UP?**

\*Mail, email, or bring this form by Spencer City Hall at 8200 NE 36<sup>th</sup> Street between 8:00 am – 5:00 pm

\*Please include a voided check or letter from your financial institution

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Name \_\_\_\_\_ Bank Routing Number \_\_\_\_\_

Address \_\_\_\_\_ Account Number \_\_\_\_\_

City of Spencer Account Number \_\_\_\_\_ Start date \_\_\_\_\_

I authorize the City of Spencer and their financial institution to initiate variable entries to my checking/savings account. This authority will remain in effect until I notify the City of Spencer 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 if a charge to my account is dishonored for whatever reason, and the City of Spencer retains its normal collection rights. Complete this form and return it to the City of Spencer with a voided check or a letter from the financial institution.

Customer's Signature \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_