

# AUTHORIZATION FOR DIRECT PAYMENT

I (We) authorize The Town of Syracuse and the financial institution named below to initiate entries to my (our) checking/savings account on the 10<sup>th</sup> day of each month\* for payment of my (our) water/sewer bill. **I (We) understand that the amount deducted each month can vary, but that the amount of the withdrawal will be provided to me (us) in my (our) monthly statement from The Town of Syracuse.**

This authority will remain in effect until I (we) notify The Town of Syracuse in writing to cancel it in such time as to afford them a reasonable opportunity to act on it. I (We) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

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(Name of financial institution)

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(Financial Institution City) (State) (Zip Code)

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(Signature) (Date)

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(Your name – please print)

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(Utility Service Address – please print)

Checking \_\_\_\_\_ or Savings \_\_\_\_\_ Account number \_\_\_\_\_

Financial institution routing number \_\_\_\_\_  
(Between these symbols | : | : on the bottom of your check) \*

**\*(A voided check is also required for processing)**

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## RETAIN FOR YOUR RECORDS

On \_\_\_\_\_ (date), I (we) authorized The Town of Syracuse, 310 N. Huntington Street, Syracuse, IN 46567 to initiate electronic entries to my (our) checking/savings account to pay my (our) water/sewer bill and have agreed to the terms listed on the authorization. I (We) may revoke my authorization with The Town of Syracuse at any time by writing to the address above.

**I (We) understand that the amount deducted each month can vary, but that the amount withdrawn will be provided to me (us) in my (our) monthly statement from the Town of Syracuse.**

**\* I (We) also understand that the direct payment will be withdrawn from my (our) checking/savings account on the 10<sup>th</sup> day of each month, or the first business day following, should the 10<sup>th</sup> fall on a Saturday, Sunday or holiday.**

**Automatic Draft payments will start for the bill due on \_\_\_\_\_.**