

# CITY OF GENEVA

## ~~EXPRESS UTILITY PAYMENT PLAN ENROLLMENT FORM~~

- STOP MAILING A CHECK IN PAYMENT OF YOUR MONTHLY BILL!
- THERE IS NO EXTRA CHARGE TO PARTICIPATE IN THIS PROGRAM
- THE PAYMENT PLAN WILL START WITHIN 60 DAYS OF APPLICATION
- YOU WILL STILL RECEIVE A MONTHLY UTILITY BILL
- THE AMOUNT BILLED WILL AUTOMATICALLY BE DEDUCTED FROM YOUR ACCOUNT ON THE DUE DATE
- ACCOUNTS WITHOUT ADEQUATE AMOUNTS TO COVER THE BILL WILL BE SUBJECT TO NSF AND LATE CHARGES AS APPLICABLE, AND MAY BE TERMINATED FROM THE PROGRAM

The City must be notified at least one week ahead in order to stop the Auto-Pay. A new form and voided check must be submitted when there is a change in the Bank or the account number at the bank.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Utility Acct. # \_\_\_\_\_

Service Address: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Bank Phone # \_\_\_\_\_

Name of Bank or Financial Institution \_\_\_\_\_

Bank Routing # \_\_\_\_\_ Bank Acct. # \_\_\_\_\_

**AUTHORIZATION:** I hereby authorize City of Geneva Utility Billing to initiate utility bill payments from my Checking Account as they are due. I understand that I am in full control of this payment plan and may discontinue enrollment with written notice to the City of Geneva at least one week before the date needed to end the service.

Signature (as it is listed on your Acct.) \_\_\_\_\_

\_\_\_\_ **I have enclosed the required voided check**

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~~ OFFICE USE ONLY ~~

DATE ENTERED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE CLOSED: \_\_\_\_\_ BY: \_\_\_\_\_

REASON: \_\_\_\_\_