



**Offers a new way
to pay . . .**

When it comes to paying your water/sewer bill from the City of Sutherlin, life just got easier –

Electronic Funds Transfer

Participating customers will receive the monthly utility bill just like before, but now, each month the billed amount will be automatically deducted from the designated bank account on the due date. Participating customers enjoy the following benefits:

- * No checks to write . . . no stamps!
- * No lost or late bill payments!
- * It's a free service . . . no extra cost!

Who is eligible?

All City of Sutherlin customers are eligible to use this new program. As long as you have either a checking or savings account and are a customer in good standing, you may participate.

To enroll, just follow these steps:

1. Fill out the authorization form, page 2.
2. Enclose a *voided* or *cancelled* check from the checking account you will be using, or a *voided* deposit slip from your savings account.
3. Return the completed form and voided slip or check to City Hall.
4. Make your next payment as usual as the first month cycle only verifies the transaction is setup correctly.

Authorization for City of Sutherlin Electronic Bill Payment

Customer Information

Name _____

Address _____

City _____ State ____ Zip _____

City Account #(s) _____

Daytime Phone: () _____

Bank Information

Name on acct _____

Name of Bank _____

City: _____ State ____ Zip _____

Bank address _____

Account # _____

Routing # _____

(The 9-digit # between the two columns on bottom of your check)

Terms of Agreement

I certify that I have an account at the financial institution named and for all debit transactions have funds sufficient to pay such entries. I authorize the City of Sutherlin to initiate electronic debit or credit entries to my bank account to pay water and sewer bills for the above listed utility account(s). I also understand that if corrections of the entry are necessary for any reason, including insufficient funds, an adjusting entry will be made to my bank account and to my utility account and a late fee (or other applicable fees) may be applied in accordance with section 13.04.080 of the Sutherlin Municipal Code. I understand my direct electronic payment of the bill amount will be debited on the due date indicated on my bill statement, which will be mailed to me by the City of Sutherlin as usual.

Signature _____

Name (Printed) _____

Date _____

Signature _____

Name (Printed) _____

Date _____

(Joint accounts require the signature of all persons having authority over the account).

*Attach a **voided** or **cancelled check** from the checking account you will be using, or a **voided deposit slip** from your savings account.