

FORT DODGE UTILITY BILLING (WATER DEPT)

AUTHORIZATION AGREEMENT FOR PRAUTHORIZED PAYMENTS

Company Name CITY OF FORT DODGE, IOWA **Utility Billing Account Number** _____

I (we), hereby authorize the Fort Dodge Utility Billing department (THE COMPANY), to initiate entries to my (our) account listed below (THE FINANCIAL INSTITUTION), and if necessary, initiate adjustments for any transactions credited/debited in error. This authority will remain in effect until THE COMPANY is notified by me (us) in writing to cancel it in such time as to afford THE COMPANY and THE FINANCIAL INSTITUTION a reasonable opportunity to act on it.

Financial Institution _____ Checking Savings

City _____ **State** _____ **Zip** _____

Transit/ABA No. _____ **Account Number** _____

Name(s) _____ **Service Address** _____

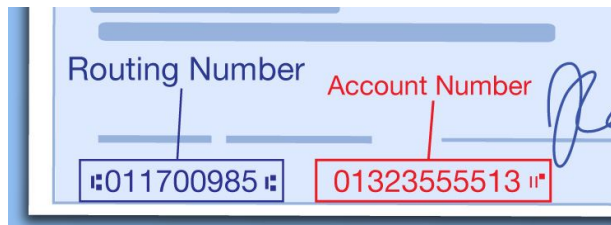
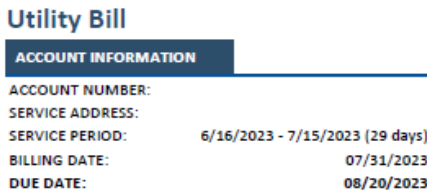
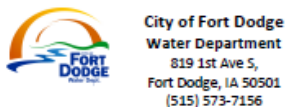
Signed _____

Signed _____ **Date** _____

INSTRUCTIONS FOR ENROLLING IN ACH PAYMENTS

✔ Complete the above application in full.

- Your Utility Billing account number and service address can be found in the upper right hand corner of your utility bill.
- Your transit/ABA (routing) number and bank account number can be found at the bottom of a check from your financial institution. DO NOT USE A DEPOSIT SLIP.



✔ Include one of the following for account validation.

- A Voided Check
- A copy of a card or letter issued by your financial institution showing both the routing number and the account number
- If the completed enrollment form is included with your utility bill payment and you have chosen to pay by check, we can use that check payment in lieu of a voided check

✔ Return to Fort Dodge Utility Billing (Water Department) via:

- Mail
 City of Fort Dodge Utility Billing
 819 1st Avenue South
 Fort Dodge, IA 50501
- Dropbox behind City Hall
- At the Utility Billing counter inside City Hall
 Regular business hours are Monday - Friday 8:00 am to 4:30 pm
- Secured email
 waterdept@fortdodgeiowa.org