

PAYMENT AUTHORIZATION

I authorize the financial institution named below to pay my monthly utility bill by charging each payment to the account specified by me. I agree that each payment shall be the same as if it were an instrument personally signed by me. This authority is to remain in effect until revoked by me in writing. In addition, I have the right to stop payment of a charge by notifying the Customer Service Office five business days prior to the due date on the utility bill. I understand that both the financial institution and the City of Manhattan reserve the right to terminate this payment plan or my participation therein. A returned check fee will be charged for all non-sufficient funds.

Account Number(s): (As shown on your utility bill)

Name: (As shown on your utility bill)

Address

City, State, Zip

Phone Number

Work Number

Financial Institution Name

Financial Institution Address

Checking (Attach voided check) Savings (Attach deposit slip)

Bank Account Number to be Charged

Signature

Date



Make the switch today

AUTOMATIC UTILITY BILL PAYMENT PLAN



**Customer Service
1101 Poyntz Ave.
Manhattan, KS 66502**

Phone: 785-587-2480

Fax: 785-587-2499

www.cityofmhk.com

customerservice@cityofmhk.com

WHAT IS DIRECT PAYMENT?

Direct payment is an efficient electronic payment alternative to paper checks. When you use direct payment, you authorize a company to electronically collect a pre-authorized amount from your checking or savings account to pay a bill. Instead of writing a check each month, your bank will automatically pay the bill on the date it is due.

HOW LONG DOES IT TAKE TO GO INTO EFFECT AFTER I ENROLL?

Enrollment takes one full billing cycle or approximately one month, so remember to keep making monthly payments until you receive the confirmation message on your utility statement. When you receive the first bill that reads "Bank account drafted for," you will know you are on automatic bill payment.

WHAT ARE THE BENEFITS?

Both consumers and companies benefit from direct payment. As a consumer, you will save time preparing payments and balancing your bank statement, save money on postage and check fees, eliminate late payments, and improve your budgeting.

Companies benefit as payments are processed more efficiently and credited to accounts more quickly than with traditional check writing.

WHAT IF I CHANGE BANKS?

Before you change banks, please call (785) 587-2480. You will then simply complete and sign a new enrollment form and attach a voided check or deposit slip from your new account.

WILL I STILL RECEIVE A MONTHLY BILL?

You will continue to receive your monthly bill. You will know the exact date of payment before it is deducted from your account. If you have questions about your bill, please call Customer Service at (785) 587-2480.

WHY DO I NEED TO ATTACH A VOIDED CHECK TO THE ENROLLMENT FORM?

A pre-printed voided check is required to ensure all bank account information is correct if you select the checking account option. It helps to avoid mistakes that may slow down the automatic bank payment process. Ditto for the deposit slip if you elect to use a savings account.

WHO WILL CONTROL MY ACCOUNT?

When you sign up to pay your utility bill by Automatic Bill Payment, you are not giving the City of Manhattan control over your account. You are simply authorizing payment to be made each month to the City of Manhattan.

READY TO GO PAPERLESS, TOO?

Once you've signed up for automatic bill payment, you can also go paperless by signing up for online utility billing.

Online utility billing allows you to view your bill electronically and view account payment and consumption history.

Visit www.cityofmnhk.com/signuponline for instructions. You'll need:

- An email address
- Account number on your bill
- Cycle number on your bill
- To create a password