

# TOWN OF UPTON

PO BOX 203 725 2<sup>nd</sup> St, Upton WY 82730

Dear Customer:

The Town of Upton has implemented a program whereby a customer may choose to have their monthly water/sewer/garbage utility bill automatically debited from their bank account. The guidelines for this program are as follows:

- Bills are sent out by the 5<sup>th</sup> day of each month.
- Any disputes or questions regarding the bill need to be addressed to the Town of Upton by the 15<sup>th</sup> of the billing month or the next available working day.
- On the 25<sup>th</sup> of each month, or the next available working day, and if there is no change in the billing status or amount, your bank account will be debited for the amount shown on your bill.
- Any changes will require completion of a new authorization form.
- Any account that does not have the required funds available will be charged a \$30.00 non-sufficient funds fee, plus any additional bank fees incurred by the Town of Upton.

To sign up for the automatic debit program, complete the attached form and return it to the City Hall. If you have any questions, please contact City Hall at 307-468-2441.

## ELECTRONIC FUND TRANSFER PAYMENT – AUTHORIZATION FORM

This is my (our) authorization of my (our) bank, named below, to deduct from my (our) checking or savings account (specified below) and pay to the Town of Upton the amount of my monthly utility service bill(s). This authorization shall continue until written notice of cancellation is received either by my (our) bank or the Town of Upton in such time as to afford a reasonable opportunity for the Bank or Town to action on the notice.

Account Type: ☐ Checking ☐ Savings

Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Bank: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

☐ **BY INTIALING HERE, SIGNING AND RETURNING THIS DOCUMENT, I/WE AGREE TO THE ABOVE STATED TERMS AND CONDITIONS OF ACH BILLING THROUGH THE TOWN OF UPTON.**