

## Convenient

Now there's an even easier way to pay your water, sewer and trash bill every month. With this automatic payment service, you'll save time and money in several ways.

When you enroll in *Direct Pay*, you automate the payment of your monthly water, sewer and trash bill. You can forget about writing checks, buying stamps, mailing payments, making phone calls, or paying in person. There are zero worries about missed payment deadlines when you're of town on business or vacation.

## Simple to Manage

You'll receive a regular bill showing your water usage, the amount due, and the due date.

Payment will be deducted automatically from your bank account on the due date, or the next working day, should the due date fall on a weekend or holiday.

The City does not charge for this service.

If you have a question about your bill you can call City Hall at 636-583-3600

## Enrolling

Complete the attached Direct Pay authorization form along with a **voided check** from the account you will be using and return it to:

10 E. Locust Street  
Union, MO 63084

For your convenience there is a drop box located outside of the building where you can drop off your form.

## Terms & Conditions

- Please let your bank know that you will be signing up for *Direct Pay* with the City. Ask them if there are any bank charges for this service.
- Please notify the City within 5 days of receiving your bill if you notice any abnormality.
- The City does not charge for this service.
- You, the City, or the Bank may discontinue this service at any time, with 10 days written notice.
- Insufficient funds in your bank account on the date *Direct Pay* is scheduled will be treated as an insufficient funds check; additional charges may apply.

**Please continue to pay your water bill in your usual manner until a message is printed on the bill indicating that it will be drafted by Direct Pay.**

PLEASE RETURN THE ATTACHED AUTHORIZATION FORM AND A VOIDED CHECK FROM YOUR CHECKING ACCOUNT OR DEPOSIT SLIP FROM YOUR SAVINGS ACCOUNT TO CITY HALL. RETAIN THE REST OF THIS BROCHURE FOR YOUR RECORDS

## **Direct Pay Authorization**

Please Check the appropriate box

This is a new *Direct Pay* Account

I have changed my banking information.

I wish to discontinue *Direct Pay*.

\_\_\_\_\_  
Name as it appears on your bill

\_\_\_\_\_  
Utility Account Number

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

\_\_\_\_\_  
Daytime phone number

\_\_\_\_\_  
Name of the Bank you wish to use

\_\_\_\_\_  
Bank Routing Number

\_\_\_\_\_  
Bank Account Number

Check one:

This account is: Checking  Savings

I certify that I am the owner of the utility account for which I am applying for Direct Pay and hereby authorize the City of Union and the bank listed above to withdraw my City of Union utility bill from my account monthly. I understand that my bank account will be debited for the full amount of my utility bill on the 15<sup>th</sup> of each month, or the nearest working day thereafter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



CITY OF UNION  
10 East Locust St.  
Union, MO 63084

636-583-3600

# Direct Pay

City of Union  
10 E. Locust St.  
Union, MO 63084