



CHECKLESS PAYMENT PLAN

AUTHORIZATION AGREEMENT FOR PRE-ARRANGED PAYMENTS (Debits)

Customer Name(s) Last	First	Middle	Customer Water Account Number
Water Service Location Address		City	State Zip
Mailing Street Address if Different From Above		City	State Zip
Name of Financial Institution			
Institution's Address		City	State Zip
Bank Transit & Routing Number	Bank Account Number	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings

PLEASE ENCLOSE A VOIDED CHECK OR DEPOSIT TICKET

I authorize Marion Municipal Utilities to automatically initiate charges (debit entries) to my bank account as indicated herein, and for my bank to accept and post such charges for the payment of all bills rendered to me by Marion Municipal Utilities.

Marion Municipal Utilities will continue to send a statement each month approximately 15 days before my bank account is charged. Marion Municipal Utilities will impose a processing fee in the event a charge is not paid by my bank.

I understand that I may discontinue this payment service by notifying the utility in writing, five (5) business days prior to the time my account will be charged.

Upon notification, Marion Municipal Utilities will correct any error or incorrect charges. If corrections in the debit account are necessary, it may involve a credit or debit to my account.

Please allow four to six weeks for your application to be processed. Marion Municipal Utilities will notify you of approval or other action with a telephone call to the number given on your application. Please continue to pay your bill as you normally would until you are notified.

Account Holder's Signature _____ Date _____

It's So EASY!!

- Q.** How do I sign up?
A. Complete all sections of the authorization agreement, sign and enclose a voided check or deposit slip.
- Q.** Is there a charge for this service?
A. No. Marion Municipal Utilities does not charge for automated payments.
- Q.** What if I have a question about my bill?
A. If you have any questions or a problem with your bill, please contact us within 10 days after you receive your bill so we can make any needed corrections prior to the automatic withdrawal.
- Q.** What if there's not enough money in my account?
A. If there are insufficient funds in your bank account on the transaction date, the bank will return the automated payment charge to us unpaid. When this occurs, a processing fee will be imposed by the utility.
- Q.** What if I move?
A. Your final bill must be paid directly to Marion Municipal Utilities instead of through the Checkless Payment Plan. If you change financial institutions a new authorization form must be filled out. If you move and continue to receive service from Marion Municipal Utilities, we will automatically continue the plan at your new location.
- Q.** What if I decide to get out of the plan?
A. You may do so by notifying us in writing five days before your account is charged. If your request is received after that time, the service will be canceled during the next monthly billing. In addition, you may also cancel this service by stopping by our office.
- Q.** How will my bill be paid?
A. Each month you will receive a bill from the utility as you normally have in the past. Approximately 15 days after your bill is issued, the automatic transfer of funds will take place. If you wish to verify that we have done the transfer, all you need to do is give us a call and request your account balance. You can also verify that the payment was made by checking your account.
- Q.** When will this take effect?
A. It will take about four to six weeks to complete the enrollment process, so continue to pay your bill as you normally do until you are notified that your enrollment has been confirmed.