**FREE from the City of Emmett!**

***Direct Pay is a convenient and automatic way to pay your water, sewer and trash bill without writing a check!***

**Convenient!**

When you sign up for Direct Pay, your water, sewer and trash bill is paid directly from your bank account. No more writing checks or remembering due dates. With Direct Pay your bill is paid on time.

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| --- | --- |
| Customer Name: | City Service Account #: |
| Circle One: Owner Renter Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Service Address: | Billing Address (*if different)* |
| City State Zip | City State Zip |
| Home Phone #: | Alternate Phone #: |
| Email Address: |
| Circle One: Checking Savings | Bank Name: |

I/we hereby request and authorize the City of Emmett Utility Billing to initiate deductions to my/our account and the financial institution indicated to credit the same to such account. I understand payment will be withdrawn on the 10th of each month (if the 10th is on a weekend or holiday, it will be withdrawn the next business day).

This authorization shall remain in full force and effect until City of Emmett Utility Billing has written notification from me (or either of us) of its termination. I understand that terminating this authorization must be done in writing. I further understand that I will be responsible for paying all balances due by cash, check money order or credit/debit card.

**Direct Pay Application Form**

***Remember to sign the application and attach a voided check or a copy of your savings account card; showing the bank, routing number and account number.***

***Deposit slips will not be accepted for direct pay activation.***

**Cancellation!**

You may cancel your enrollment in Direct Pay at any time by sending a written request to cancel to:

 City of Emmett

 501 E. Main Street

 Emmett, ID 83617

Or by submitting the cancellation form available on our website at

www.cityofemmett.org

**Secure!**

You will continue to receive monthly invoices showing the amount due and the payment due date. Your payment will automatically be drawn from your account on the 10th of each month for the full amount owing. All returned checks are subject to a $20.00 fee.

Fill out the attached application form, sign and date the application form, ***attach a voided check***, and mail it to the City of Emmett. Provided all the information is correct, your next billing invoice will then be set-up for Direct Pay.

|  |  |
| --- | --- |
| Authorized Signature: | Date: |