



Birthplace of the Harvester

# CITY OF PLANO

17 E. Main Street  
Plano, Illinois 60545

630-552-8275

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## CITY OF PLANO OFFERS UTILITY BILL DIRECT PAYMENT AUTHORIZATION FORM

CUSTOMER NAME	
UTILITY BILL ACCOUNT NUMBER	
SERVICE ADDRESS	
MAILING ADDRESS (IF DIFFERENT)	
DAYTIME PHONE NUMBER	
FINANCIAL INSTITUTION NAME	
BANK TRANSIT ROUTING # (9 DIGIT #)	
FINANCIAL INSTITUTION ADDRESS	
FINANCIAL INSTITUTION PHONE NUMBER	
CHECKING ACCOUNT NUMBER	

### PLEASE ATTACH A CANCELLED OR VOIDED CHECK HERE

I AUTHORIZE THE CITY OF PLANO TO DEDUCT AUTOMATICALLY THE AMOUNT OF MY BI-MONTHLY UTILITY BILL FROM THE BANK ACCOUNT LISTED ON MY CHECK. I UNDERSTAND MY AUTOMATIC PAYMENTS WILL BE DEDUCTED FROM MY ACCOUNT **ON THE DUE DATE OF EACH BILL.** IN ADDITION, I SHALL IMMEDIATELY NOTIFY THE CITY WHEN CLOSING MY BANK ACCOUNT. I UNDERSTAND THAT ALL FEES ASSOCIATED WITH NON-SUFFICIENT FUNDS OR CLOSED ACCOUNTS SHALL APPLY. THIS AUTHORIZATION IS TO REMAIN IN EFFECT UNTIL THE CITY OF PLANO RECEIVES NOTICE OF TERMINATION FROM ME. THE CITY RESERVES THE RIGHT TO CANCEL THIS AGREEMENT WITH DUE NOTIFICATION TO THE WATER AND SEWER CUSTOMER. **FINAL BILLS AT TIME OF MOVE OUT WILL NOT BE AUTOMATICALLY DEBITED UNLESS YOU REQUEST IT.**

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 EMAIL ADDRESS \_\_\_\_\_