



## DIRECT PAYMENT PLAN APPLICATION

The City of Victoria is please to offer you a new service—the Direct Payment Plan. Now you can have your municipal utility bill payment made automatically from your checking account and you will not have to change your present banking relationship to take advantage of this valuable service.

### The Direct Payment Plan will help you in several ways:

- Saves time—fewer checks to write.
- Helps meet your commitment in a convenient and timely manner without incurring late fees—even if you are on vacation or out of town.
- No lost or misplaced statements—your payment is always on time.
- Saves postage.
- It is easy to sign up for the plan, and easy to cancel.

### Here is how the Direct Payment Plan works:

You authorize regularly scheduled payments to be made from your checking account. You will receive your utility billing statement, so that you can verify its accuracy and record the amount of your payment. On the due date, your bank will automatically deduct your payment from your checking account.

The authority you give to use the Direct Payment Plan will remain in effect until you notify us in writing to terminate the authorization.

The Direct Payment Plan is convenient, dependable, easy, and flexible. To take advantage of this valuable service, please take a moment to complete the authorization form and return it to the City along with a **voided check**.

### AUTHORIZATION FOR DIRECT PAYMENT

I authorize the City of Victoria and the financial institution named below to initiate entries to my checking account. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying my financial institution 3 days before my payment is made.

\_\_\_\_\_  
(NAME OF FINANCIAL INSTITUTION)

\_\_\_\_\_  
(BRANCH)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_  
(CITY)

\_\_\_\_\_  
(STATE)

\_\_\_\_\_  
(ZIP CODE)

Checking Account No. \_\_\_\_\_

Financial Institution Routing Number: \_\_\_\_\_

(between these symbols | : | on the bottom left of your check)

\_\_\_\_\_  
(NAME – PLEASE PRINT)

\_\_\_\_\_  
(ADDRESS – PLEASE PRINT)

\_\_\_\_\_  
(TELEPHONE #)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

STAPLE VOIDED CHECK HERE →

*City of Victoria*

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