



230 W. Hickman Road, Waukee, IA 50263 • 515-978-5502 • WaukeeUtilities@Waukee.org

Utility Auto Payment Request

Name: _____

Today's Date: _____

Utility Account Number: _____

Phone: _____

Address: _____

Type of Account: Checking or Savings

Please Complete the Following Information: Bank Name: _____

Routing #: _____
(first set of numbers for personal checks)

Bank Account #: _____
(second set of numbers for personal checks)

Please START my Auto Payment - Effective Date*: _____

*Must be received on or before the 10th of the month for current months payment

Please attach a voided check to begin your Auto-Pay Check enclosed? (Deposit slips are not acceptable)

No check, no problem – Please make sure your **BANK NAME, ROUTING # and ACCOUNT #** are correct above.

Your auto payment will stop with your final bill, no need to call.

If you need to stop your auto payment, please call us on or before the 10th of the month at 515-978-5502

- ❖ Bills are processed and mailed on the last day of the month. Automatic payments will be presented to your bank on the 20th of each month. If the 20th falls on a Saturday or Sunday or a banking holiday, the auto payment will be withdrawn on the following business day.
****Should you need to make any changes - we must be notified no later than the 10th of the month.****
- ❖ If a draft or automatic bank debit is not honored by the financial institution for any reason when presented the first time, the utility account shall immediately be deemed unpaid and delinquent, as if the customer had attempted no payment at all. Customer shall be notified by ordinary mail or by a door hanger notice that the account is in default by the amount of the dishonored draft or automatic bank debit. Utility services will be disconnected as of the date specified in the notice. Disconnection date shall be no later than the disconnection date would have been if the customer had attempted no payment at all. The notice shall also state the fees that will be due for reconnection of service. After such notice, only payment in cash, certified check or money order for the delinquent amount shall be accepted. To prevent disconnection, such payment shall be delivered to the utility office during normal business hours but not later than 12 p.m. on the scheduled disconnect date.
- ❖ The City reserves the right to pursue all other collection remedies available under law, and to discontinue automatic payments at any time.

I hereby authorize the automatic payment of my utility billing on the 20th of each month.

Customer Signature _____

Date _____

For office use only: Completed by: _____

Start ACH Date: _____