



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

Utility Auto Payment Request

Name: _____

Today's Date: _____

Utility Account Number: _____

Phone: _____

Address: _____

Type of Account: Checking or Savings

**Please mail or return this form in-person ALONG WITH A VOIDED CHECK to:
Waukee City Hall, 230 W. Hickman Road, Waukee, IA 50263**

Items must be received in the office by the 14th of the month in order for the current month's Autopay processing.

If you do not have checks or a document from your financial institution verifying your routing and account numbers, please call 515-978-5502 to request an additional form.

Terms and Conditions:

- 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 or the Friday prior if the 20th falls on a weekend. **Should you need to make any changes - we must be notified no later than the 14th 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 mail 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 in-person 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: _____ Completed by: _____ End ACH Date: _____