

What is Auto-Pay?

Auto-Pay is an efficient electronic payment alternative to paper checks. When you use Auto-Pay, you authorize us to electronically collect an amount from your checking or savings account to pay your water / utility bill. So instead of your writing a check every month, your bank (includes savings and loans and credit unions) will automatically make the payment on a predetermined date for you. It's that simple.



Why Use Auto-Pay ?

You and your city both benefit. As a customer, you'll save time preparing payments, save money on postage and check fees, improve your budgeting, eliminate the chance of a late payment and save time balancing your bank statement. We benefit by processing payments more efficiently and crediting them to your account quicker while reducing our operating costs.



SERVICE



How do I get started and sign up for Auto-Pay?

It's easy and there is no charge. All you need to do is provide us with a written authorization to collect money from your account to cover the cost of your monthly bill. You also need to provide a *voided check or deposit ticket* from your bank account so we can be sure we have the right account information.

How are my water / utility bills paid?

On the predetermined due date, our bank will instruct your bank to automatically deduct the amount due from your account. Your bank then electronically withdraws that amount and forwards it electronically to our bank.

How can I be sure a payment was deducted from my account?

The monthly payment will be itemized on your monthly bank account statement. The statement will indicate the payment date and amount and the CITY'S name.



Will I still receive a detailed bill from the CITY each month?

You will receive your water / utility bill the first of the month as usual, at least 10 days before the scheduled payment date. The written notice will include the amount and date of payment.



Can I change my mind and stop payment?

Yes. Simply notify your bank, orally or in writing, up to three business days before the scheduled payment date.

How do I discontinue my Auto-Pay arrangements?

Just send a note to us if you no longer want to pay your bill with Auto-Pay.

IS THIS EASY?

YES!! Sign me up!! AUTHORIZATION AGREEMENT FOR AUTO - PAY

Checking Account
 Savings Account

I (we) hereby authorize the city of Mechanicsville, hereinafter called CITY, to initiate debit entries to my / our account indicated and the depository named below, hereinafter called DEPOSITORY, to debit same to such account.

* depository name

city state zip

depository telephone number

depository routing number

account number

This authority is to remain in full force and effect until CITY and DEPOSITORY have received written notification from me (or either of us) of its termination in such time and in such manner as to afford CITY and DEPOSITORY a reasonable opportunity to act on it.

name (s)

service address

signed

date

MAIL OR DELIVER TO:

City of Mechanicsville
Mechanicsville, IA 52306

Questions: call 1-319-432-7756

* attach a voided deposit ticket or check.

The City of Mechanicsville
100 East First Street
Mechanicsville, IA 52306

postage
required

AUTO - PAY



City of
Mechanicsville

MAKES IT EASY

A CONVENIENT WAY TO PAY
YOUR MONTHLY BILL