

## MONTHLY UTILITY PAYMENTS MADE EASY!!!!

Automatic Payment is an easy and convenient way to make your utility payments. By signing up for **AUTOMATIC PAYMENT**, you will:

1. **FREE YOURSELF OF MONTHLY CHECK WRITING**
2. **CHECK WILL NOT BE LOST OR DELAYED BY THE MAIL**
3. **SAVE POSTAGE AND COST OF A CHECK**
4. **MAKE PAYMENTS EVEN WHEN YOU ARE ON VACATION OR OUT OF TOWN**

To enroll in the automatic payment program just fill out the information below and return to the City of Newcastle, 10 W Warwick, Newcastle, WY 82701

ACCOUNT NAME: \_\_\_\_\_

UTILITY ACCOUNT NUMBER: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

**PLEASE ATTACH A VOIDED CHECK FROM ACCOUNT YOU WISH UTILITY PAYMENT TO BE DEBITED FROM**

I Authorize the City of Newcastle to automatically charge my account for the amount due for my utility bill. I understand that the funds will be withdrawn on the due date of each month and that it is my responsibility to ensure sufficient funds are in my account at that time.

This authority will remain in effect until I instruct the City of Newcastle to cancel or change it. Future authorizations must be in writing and must be received by the City of Newcastle (15) fifteen days prior to the 1<sup>st</sup> day of the effective month. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U S Law.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_