



City of Paola
19 E Peoria, P.O. Box 409
Paola, KS 66071

Dear Utility Customer,

You can now save both a little time and a little money when you pay your city utility bill automatically. **Auto-Draft Bill Payment** allows you to pay your utility bill by having the City deduct the total amount of your bill from your checking account at your financial institution.

- You **save time** by not having to write checks for your bill.
- You **save money** on postage and envelopes.

With **Auto-Draft Bill Payment**, your monthly utility bill will be paid on the due date automatically. You will no longer have to worry about your payments being lost, or about being able to pay your bill while you are out of town on business or on vacation.

Enrolling is easy. Simply complete the authorization slip below as follows: 1) Please print clearly using ink, 2) cut along the dotted line, 3) attach a voided check, and 4) mail or bring to Paola City Hall, 19 E Peoria, P.O. Box 409, Paola, KS 66071.

Please allow one full billing cycle for your **Auto-Draft Bill Payment** to become effective. Please continue to pay your bill in the usual manner until a message appears on the bottom of your utility bill that states "AUTO-DRAFT DO NOT PAY". Your payment will be shown on the statement that you receive from your financial institution. **Auto-Draft Bill Payment** must be changed in writing if you change financial institutions or if you change the account number to be debited.

Auto-Draft Bill Payment is a convenient, dependable and inexpensive way to pay your utility bill. There is no charge to enroll or to use this convenient service.

AUTHORIZATION FOR AUTO-DRAFT BILL PAYMENT
PLEASE ATTACH A **VOIDED CHECK**

I authorize the City of Paola and the financial institution named below to deduct the amount of my monthly utility bill from the account identified below. I understand that my Auto-Draft payment will be deducted on the due date of each bill. I have the right to stop the deduction by notification to my financial institution at least three (3) business days prior to the effective date. I understand that if my *Auto-Draft* is returned for non-sufficient funds, I may be charged a fee by both my financial institution and the City of Paola. My authorization and the **Auto-Draft Bill Payment** will remain in full force and effect until revoked by me, my financial institution or the City of Paola.

Name: _____ Daytime Phone Number: _____
(as shown on your bill)

Property Address (as shown on bill) _____

Account Number (as shown on bill) _____

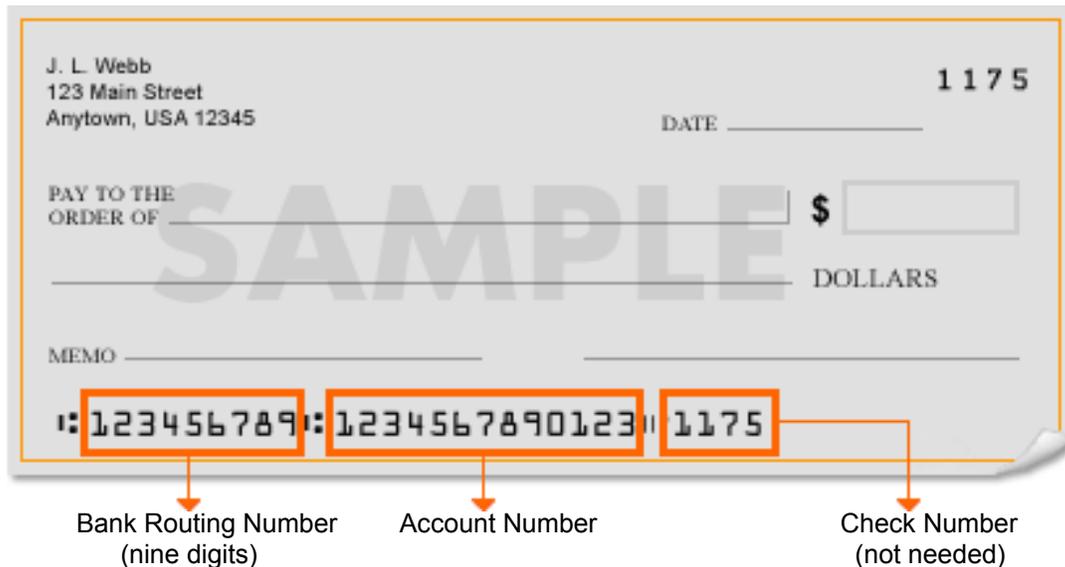
*Financial Institution Routing Transit Number/ABA# _____

*My checking account number at my Financial Institution is: _____

Signature Required: _____ Date _____
(must be an authorized signer for the checking account identified above)

* See sample check on reverse side for information on where to obtain the routing number and account number.

How to find the Routing Number and Account Number:



The bank routing number identifies your bank or financial institution. This number is the 9-digit number that usually appears at the lower left of your check.

Your account number can vary in the number of digits. It is the number that usually appears just to the right of the bank routing number. The check number sometimes follows the account number. The check number is not part of your account number.

While most checks are printed with the bank routing number first, some checks show the account number first. Please check your bank statement to identify which number is your account number if you are not certain.

If you have questions specific questions about your bank routing number or account, please contact your bank.