

CITY OF VELVA

101 1ST ST. WEST PO BOX 219 VELVA, 58790

City of Velva Customer,

The City of Velva has implemented a program whereby a customer may choose to have their monthly water/sewer/garbage utility bill automatically debited from their bank account. The guidelines for this program are as follows:

- Bills are sent or e-mailed by the **1st** of each month.
- Any disputes or questions regarding the bill, needs to be addressed to the City of Velva by the **15th** of each month, or the next available business day.
- On the **15th** of each month, or the next available business day, your bank account will debit the amount shown on your bill.
- New accounts require a month test period, actual debiting will not be deducted until the following month.
- Any changes will require completion of a new authorization form.
- Any account that does not have the required funds available will be charged a **\$25.00** NSF penalty plus, any additional bank fees, by the City of Velva.

To sign up for the automatic debit program, complete the attached form and return it to the City Office. If you have any questions, please contact City Hall.

ELECTRONIC FUND TRANSFER PAYMENT- AUTHORIZATION FORM

This is my (our) authorization of my (our) bank, named below, to deduct from my (our) account as identified below and pay to the City of Velva the amount of my monthly utility service bill. This authorization will remain in effect until written notice of cancellation is received either by my (our) bank or City of Velva.

ACCOUNT #: _____ **NAME:** _____

(As it appears on your bank account)

BANK NAME: _____ **ADDRESS:** _____

ROUTING #: _____ **ACCOUNT#:** _____

SIGNATURE: _____

(As you do on your checks)

CITY OF VELVA: _____ **DATE:** _____

IMPORTANT: PLEASE ATTATCH A BLANK, VOIDED CHECK SO WE CAN VERIFY THE NECESSARY ROUTING AND ACCOUNT NUMBERS

E-mail: deputyauditor@srt.com

City Office: 701-338-2660 Fax: 701-338-2485