



## City of Helena

Utility Customer Services Division  
316 N. Park Avenue, Room 150  
Helena, MT 59623  
Phone: (406) 447-8450

### **AUTOMATIC PAYMENT WITHDRAWAL OPTION**

The City of Helena offers automatic payment withdrawal for its utility customers. This program allows you the option of paying your monthly bill automatically through direct withdrawal from your checking or savings account. This means no waiting in line, no postage costs, no checks to fill out, no driving, no worry when you're gone, and no additional cost to you for this convenient service.

You will still receive your normal monthly bill as you do now, but instead of sending in a payment, your bank account will be charged with the amount of the bill on the 20<sup>th</sup> of each month or closest business day if it falls on a weekend. This will give you time to review your bill and make any necessary deposit before the payment is automatically deducted from your account. The date of the withdrawal is shown on your monthly bill as the due date.

Customers must have all outstanding account balances paid in full before signing up for this service. **To initiate service, please complete this form and return it along with a cancelled check.** Customers will also be able to cancel this service anytime they want. For further information on this service, call 447-8450.

#### **AUTHORIZATION FORM**

I hereby authorize the City of Helena to deduct from the bank account specified on this form, all amounts billed for the services rendered to the utility account specified below. I further agree that if any payment is dishonored, for any reason, the City of Helena shall be under no liability.

#### **CUSTOMER INFORMATION:**

Service Address: \_\_\_\_\_

Utility Account Number: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Please deduct payment from my: \_\_\_ checking \_\_\_ savings

#### **BANKING INFORMATION: (Voided check must be attached to this form.)**

Bank Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

\_\_\_\_\_  
Customer Name (Please Print)

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

**(This form must be mailed or hand delivered to the Utility Customer Services Division.)**