

Procedure for Automatic Withdrawal

The following information tells you the procedure for AUTOMATIC WITHDRAWAL for payment of your City of Elkader water bill.

First, you will receive your bill in the form of a postcard in the mail. There will be a notation “automatic payment” on the card. This reflects the fact that your payment will be drawn automatically from your bank account. **DO NOT SEND US A CHECK FOR PAYMENT.**

Second, you will need to fill out and sign the *Authorization Agreement for Direct Payments (ACH Debits)*. Be sure to include a current voided check for the account to be used. This information needs to be completed and returned to us at City Hall before we can begin the automatic payment process. Please notify us **BEFORE** you close your account, change banks or make any other changes that would effect payment.

Third, we will be withdrawing payment for your water bill on the 15th of each month. If the 15th falls on a holiday or weekend, the transaction will be completed on the first business day of the following week. Your bill will be paid from your bank account on the 15th of each month until you contact us to terminate this option.

If you should have any questions regarding the automatic payment plan, please call Marla at City Hall, 245-2098.