

Town of Dyer Utilities

Patricia Hawrot, IAMC/CMC

Clerk Treasurer

One Town Square Dyer, IN 46311
865-2421

Now you can pay your Monthly Utilities Bill by using **AUTO DEBIT!**

How **AUTO DEBIT** Works:

- Sign up by returning this Authorization Application at the bottom of the sheet.
- Attach a Voided Check for the account to be used.
- You will receive notification of the payment amount at least 10 days before the withdrawal.
- You can choose "Go Paperless" as an email notification option.
- On the due date, your payment will be withdrawn from your specified account.
- Your payment is made automatically. **NO Hassles and NO Late Fees.**

We hope this new method will assist you in making your payments. However, the existing payment office and drop box located at Town Hall will continue to be available for your convenience.

PROVISIONS FOR TOWN OR DYER UTILITIES ELECTRONIC BILL PAYMENT

Payment notice and Billing Questions:

Your Utilities bill will be mailed or e-mailed to you with notice of your Auto Pay on the 28th of the Month.

Record of Payment:

The amount and date of payment will be shown on you regular bank statement. This is you proof of payment. If there is a question about a payment, you must notify us and your financial institution within 60 days of the statement.

Availability of Funds:

You will be charged the same as if a paper check "bounced" should your payment be returned due to insufficient funds. In addition, your Auto Debit service will be cancelled if two payments are returned in a 12 month period.

Termination:

This authorization will remain in effect until we receive written 30 day notice from you prior to cancellation or until your utility service has been terminated.

Account/Address Change:

You are required to notify us of any account or address changes to ensure timely payments. You are responsible for submitting a new application when changes occur.

AUTHORIZATION APPLICATION FOR AUTO DEBIT

Town of Dyer Utilities Account # _____

[] Check Here to **"GO PAPERLESS"**.

E-Mail address is needed for notification _____

I authorize Town of Dyer Utilities and the financial institution listed below to Debit Money from the indicated account for payment of my Town of Dyer Utilities bill. I will continue to pay my bill until I am notified that my Auto Debit has started.

CUSTOMER NAME (as on bill) _____

SERVICE ADDRESS _____ PHONE # _____

MAILING ADDRESS (if different) _____

FINANCIAL INSTITUTION NAME _____

SIGNATURE _____ START MONTH _____

IN ORDER TO BEGIN AUTO DEBIT, YOU MUST ATTACH A VOIDED CHECK FROM THE ACCOUNT THAT PAYMENT WILL BE MADE FROM TO THIS SHEET. (We CANNOT accept deposit slips)