

City of Lewistown  
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November 21, 2007

To: Lewistown Water & Sewer Customers

From: The City of Lewistown

The City of Lewistown has implemented automated bank drafting for water/sewer billing. The guidelines for this program are as follows:

- ❖ Bills are sent out by the 1<sup>st</sup> of each month
- ❖ Any disputes or questions regarding the bill need to be addressed to the City of Lewistown by the 10<sup>th</sup> of each month or the next available working day
- ❖ On the 20<sup>th</sup> of each month, or the next available working day, and if there is no change in billing status or amount, your bank account will be debited for the amount shown on your bill
- ❖ New accounts require a one month test period, and will not be deducted until the following month
- ❖ To enroll, account must be current
- ❖ Any changes will require completion of a new authorization form

To sign up for the automatic debit program, complete the attached form, along with a voided check (for checking account deduction) or a deposit slip (for savings account deduction) and return it to the City office. If you have any questions, please contact the City of Lewistown.

I (we) hereby authorize the Lewistown Water & Sewer Department to initiate *debit* entries to my (our) Checking Account Savings Account (check one) indicated below at the depository financial institution named below. I (we) acknowledge that the origination's of ACH transactions to my (our) account must comply with the provisions of U.S. law. This authorization is to remain in full force and effect until I (we) give written notification to the Lewistown Water & Sewer Dept.

Name & address \_\_\_\_\_ Water & Sewer account # \_\_\_\_\_

Financial Institution \_\_\_\_\_ Bank Account # \_\_\_\_\_

Routing# \_\_\_\_\_ Signature \_\_\_\_\_