

City of Newton
201 East 6th Street, P.O. Box 586
Newton, Kansas 67114
(316) 284-6007

City of Newton Automatic Bill Payment

Why would I want to sign up for Automatic Bill Payment?

By signing up for our automatic bill payment plan, your monthly utility bill will automatically be deducted from the checking or savings account of your choice on the due date. You will eliminate the need to write a check every month, purchase stamps, and make trips to the mailbox. Once enrolled, you'll never have to worry about paying your bill because everything is taken care of automatically.

Will I receive a monthly statement?

Yes. Your monthly statement will be mailed to you more than two weeks before the payment is deducted from your account on the due date. You will be able to review the bill and notify us if you have any questions. Should you have any questions regarding your bill, you may call us at (316) 284-6007 at least 7 business days prior to the due date listed on your statement.

What is the process to sign up?

- Complete the attached form. The name on the bill must agree with a name on the bank account.
- Attach a voided check or deposit slip.
- Send completed form to our office.
- Once the form has been received by our office, a "pre-note" is performed which will send a \$0.00 entry to your bank account to verify that proper bank and account numbers have been entered.
- Please allow 1 to 2 billing cycles for processing your application. You'll know you're enrolled when the words "Auto Pay Customer" appears on the remittance stub of your monthly statement. **Please continue to pay your bill until "DO NOT REMIT" appears in the Amount Due box on your monthly statement.**

To sign up for City of Newton Automatic Bill Payment, please complete the form, attach a voided check or deposit slip, sign the form, and return it to City of Newton, P.O. Box 586, Newton, Kansas 67114. **Please print.**

Name _____ <i>(Must agree with name on bank account and on bill)</i>	Bank Name _____
Address _____	Bank Address _____
Home Phone (_____) _____	Bank Account # _____
Day Phone (_____) _____	This is a ___Checking ___Savings account.

I hereby authorize the above named Financial Institution to pay my monthly utility bill by charging each payment to my account. I agree that each payment shall be the same as if it were an instrument personally signed by me. This authority is to remain in effect until revoked by me in writing. I understand that either the financial institution or the City of Newton reserves the right to terminate this payment plan. A \$15.00 Non-Sufficient Funds fee will be charged, if applicable.

Signature _____ Date _____