

# City of Buchanan- Direct Payment Authorization Form

Utility Billing Account # |\_|\_|\_|\_|-|\_|\_|\_|\_|\_|\_|\_|\_|\_|-|\_|\_|\_|\_|\_|-|\_|\_|\_|

Follow these 5 easy steps to start paying your bills automatically!

**#1 Please print your customer information:**

Name \_\_\_\_\_

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

Mailing Address (if different) \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

**#2 Provide your signature for authorization:**

I authorize the City of Buchanan, or its agents, and the financial institution listed below to deduct my payments from the checking or savings account provided for each billing period. This authority will remain in effect until I have cancelled it in writing,

***This form cannot be processed without your signature***

Signature \_\_\_\_\_ Date \_\_\_\_\_

**#3 Provide the required financial information below:**

Name of Financial Institution \_\_\_\_\_

Branch Name and Address \_\_\_\_\_

Checking (Attach Voided Check)

~or~

Savings

Bank Transit Routing Number

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Bank Account Number

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**#4 Photocopy this form for your records**

**#5 Mail original to:** City of Buchanan ~or~ **Fax to:** 269-695-4330  
Automatic Payment Plan  
302 N. Redbud Trail  
Buchanan, MI 49107