



## Convenient...

Now there's an even easier way to pay your water, sewer and trash bill every month. With this automatic payment service, you'll save time and money in several ways.

When you enroll in *Direct Pay*, you automate the payment of your monthly water, sewer and trash bill. You can forget about writing checks, buying stamps, mailing payments, making phone calls, or paying in person. And there's no more worries about missed payment deadlines when you're out of town on business or vacation.

## Simple to Manage...

1. You'll receive a regular bill showing your water usage, the amount due, and the due date.
2. Payment will be deducted automatically from your bank account on the due date, or the next working day, should the due date fall on a weekend or holiday.
3. The City does not charge for this service.
4. If you have a question about your bill, you can call City Hall at 636-583-3600.

## It's easy to enroll...

Simply complete the attached *Direct Pay* authorization and return it to:

Union City Hall  
500 E. Locust St.  
Union, MO 63084

There's an outside drop box at this address for your convenience...you may also drop the form there.

Also, **please return a voided check from the account you will be using for your *Direct Pay***, or in the case of a savings account, a deposit slip.

## Terms and Conditions...

- Please let your bank know that you will be signing up for *Direct Pay* with the City. Ask them if there are any bank charges for this service.
- Please notify the City within 5 days of receiving your bill if you notice any abnormality.
- The City does not charge for this service.
- You, the City, or the bank may discontinue this service at any time, with 10 days written notice.
- Please continue to pay your water bill in your usual manner until a message is printed on the bill indicating that it will be paid by *Direct Pay*.
- Insufficient funds in your bank account on the date *Direct Pay* is scheduled will be treated as an insufficient funds check; additional charges may apply.
- Please keep this brochure for your records.

**PLEASE RETURN THE ATTACHED AUTHORIZATION FORM AND A VOIDED CHECK FROM YOUR CHECKING ACCOUNT OR DEPOSIT SLIP FROM YOUR SAVINGS ACCOUNT TO CITY HALL. RETAIN THE REST OF THIS BROCHURE FOR YOUR RECORDS.**

## Direct Pay Authorization

Please check the appropriate box below:

- This is a new *Direct Pay* Account.
- I have changed my banking information.
- I wish to discontinue *Direct Pay*.

\_\_\_\_\_  
Name as it appears on your bill

\_\_\_\_\_  
Utility account number

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

\_\_\_\_\_  
Daytime phone number

\_\_\_\_\_  
Name of Bank you wish to use for *Direct Pay*

\_\_\_\_\_  
Address of Bank

\_\_\_\_\_  
Bank routing number

\_\_\_\_\_  
Bank account number

Check one:

This account is: Checking  -or- Savings

*I certify that I am the owner of the utility account for which I am applying *Direct Pay* and hereby authorize the City of Union and the bank listed above to withdraw my City of Union utility bill from my account monthly. I understand that my bank account will be debited for the full amount of my utility bill on the 15th of each month, or the nearest working day thereafter.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date