

City of Sidney  
Office of Revenue Collection



**Automatic Payment Plan  
Authorization Form for Utility Payments**

I hereby authorize the City of Sidney Office of Revenue Collection to automatically deduct the amount of my water/sewer/refuse bill from my checking or savings account (as listed below). This deduction will occur on the invoice due date. If the due date falls on a legal holiday or weekend, the payment will be deducted on the next business day. Automatic payment will begin with the next bill issued after this form has been completed and returned, if valid account and bank transit information has been provided.

I understand that if corrections in the debit amount are necessary, it may involve an adjustment (credit or debit) to my account. If insufficient funds are available for this payment, I understand that a fee of \$15.00 will be applied to my account.

I understand that this authorization will remain in effect until I provide the City of Sidney Office of Revenue Collection with written notification from me to terminate this agreement. The automatic deduction will cease after written notice is received and a reasonable time to act on the termination is given.

Name on Account:		Telephone #:	
Billing Account # (if known):			
Service Address:			
Financial Institution Name:			
Financial Institution City & State:			
Account type: (check one) <input type="checkbox"/> Checking account   or <input type="checkbox"/> Savings account			
ABA Routing #:		Account #:	

**Please Attach a Voided or Canceled Check**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_