

The Town of Canandaigua is pleased to be able to offer you a new service – the Direct Payment Plan. Now you can have your water bill payment made automatically from your checking or savings account. And you won't have to change your present banking relationship to take advantage of this service.

The Direct Payment Plan will help you in several ways.

- It saves time-fewer checks to write
- Helps meet your commitment in a convenient and timely manner-even if you're on vacation or out of town
- No lost or misplaced statements, your payment is always on time-it helps maintain good credit
- It saves postage
- It's easy to sign up for, easy to cancel
- No late charges

Here's how the Direct Payment Plan works:

You authorize regularly scheduled payments to be made from your checking or savings account. Then, just sit back and relax. Your payments will be made automatically on the specified day. Proof of payment will appear with your bank statement.

The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. It will be your responsibility to contact the Town should your bank account close. The payment withdrawn from your account will match the amount due as shown on your quarterly water bill.

The Direct Payment Plan is dependable flexible, convenient and easy. To take advantage of this service, complete the attached authorization form and return it to us.

AUTHORIZATION FOR DIRECT PAYMENT

I authorize the TOWN OF CANANDAIGUA to initiate entries to my checking/savings account. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the company a reasonable opportunity to act on it. I can stop payment of any entry by notifying my financial institution 3 days before my account is charged.

(NAME OF FINANCIAL INSTITUTION) (BRANCH)

(CITY) (STATE) (ZIP CODE)

(SIGNATURE) (DATE)

(NAME – PLEASE PRINT)

(ADDRESS AND TELEPHONE NUMBER – PLEASE PRINT)

Account No. _____ Checking _____ or Savings _____

Financial Institution Routing Number _____

(between these symbols **■** : **■** : on the bottom left of your check)
(attaching a voided check to this form is required)

RETAIN FOR YOUR RECORDS

On _____ I authorized
(DATE)

(COMPANY NAME & DEPT.)

(ADDRESS)

PHONE _____

to initiate electronic entries to my checking/savings account and have agreed to the terms listed on the authorization. I may revoke my authorization with you at any time by writing to the address above.

The payment withdrawn from your account will match the amount due as shown on your quarterly water bill.

Regular payment date: 15th of January, April, July, and October