



APPLICATION FOR AUTOMATED UTILITY BILL PAYMENT PROGRAM

Return this form to: Utility Billing, City of Mustang, 1501 N. Mustang Road, Mustang, OK 73064 OR
utility-billing@cityofmustang.org. For additional information contact Utility Billing 376-4521.

NAME: _____
(as it appears on; your utility bill – please print)

SERVICE ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ UTILITY ACCOUNT NUMBER: _____
(as it appears on your bill)

FINANCIAL INSTITUTION: _____

CITY: _____ STATE: _____

TYPE OF ACCOUNT: CHECKING _____ SAVINGS _____

ACCOUNT NUMBER: _____

Important: Please return a voided check with this form to ensure accurate processing.

I authorize the City of Mustang debit my checking/savings account indicated above and the financial institution named above, to debit the same to such account for the City of Mustang. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law. In making this authorization, I agree to all the Terms and Conditions of Authorization. This authorization will remain in effect until the city has received notice from me: (a) in writing to terminate the transaction, (b) the city is notified by the financial institution that the account has been closed, (c) the city received to insufficient fund notifications from the financial institution.

Signature

Date

DO NOT FORGET TO ATTACH A BLANK VOIDED CHECK

AUTOMATED BILL PAYMENT PROGRAM

The City of Mustang is offering you a more convenient way to pay your monthly utility bill. Automated Bill Payment allows you to pay your bill automatically by charging it to your checking or savings account. No more checks to write, no postage cost, no more worrying about lost or late payments!

When you join the Automatic Bill Payment program you will still receive a monthly bill. On the utility bill due date, your bank will automatically transfer the amount due to the City of Mustang. The automatic transfer date will be the same as the due date. Your bill will be marked with Paid by Draft, once the program starts.

If you have questions about your bill you will have plenty of time to contact the City of Mustang to discuss your concerns. If, at any time, you wish to stop participation in the Automated Bill Payment Program, simply contact the Utility Billing Department at 376-4521.

The program will remain in effect until revoked by the customer, the City of Mustang, or the Financial Institution. Customers must notify the City to discontinue the program under the *Terms and Conditions* listed below. The City reserves the right to remove a customer from the plan in accordance with *the Terms and Conditions* listed below.

It's easy to enroll, complete the application form and return along with a voided check to Utility Billing, City of Mustang, 1501 N. Mustang Road, Mustang, OK 73604.

Terms and Conditions of Authorization

- The customer must complete the application form and submit along with a blank voided check.
- Deposit slips will not be accepted.
- The customer must contact Utility Billing in writing to terminate the program.
- Customer who meet the following criteria will be accepted to the program
 1. Completion of application and submission of blank voided check
 2. Account/customer cannot have had any insufficient checks within the past year
 3. Two or more returned bank drafts from Automated Bill Payment Program will automatically terminate the Customer from the program.
- Customers who have returned bank drafts from the program for any reason will be charged the NSF fee of \$25 outlined in City Code Section 42-2. In addition, service will be terminated for non-payment.