

# CARROLL UTILITIES DEPARTMENT

## EASY-PAY

**The convenient, easy way to pay your monthly Utility bill!**

### WHAT IS EASY-PAY?

**With Easy-Pay, payment of your monthly Utility bill is automatically deducted from your bank account on the 15<sup>th</sup> of each month. Notice of the amount to be deducted will be sent by the 1<sup>st</sup> of the month.**

### WHAT ARE THE BENEFITS?

- **Convenient and Easy**
- **Time Saving**
- **Accurate and Reliable**
- **No risk of penalty for late payment**

### HOW DOES IT WORK?

**You will continue to receive your monthly bill as in the past. It will say \*PAID BY DRAFT\* THIS AMOUNT WILL BE DEDUCTED ON THE FIFTEENTH OF EACH MONTH.**

### HOW DO I SIGN UP?

- **Mail, fax, email or bring this form to the Carroll Utility Department at 627 N. Adams Street.**
- **Please INCLUDE A VOIDED CHECK FROM YOUR FINANCIAL INSTITUTION.**

**DON'T DELAY! SIGN UP TO ENJOY THE BENEFITS OF EASY-PAY TODAY!**

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### **Carroll Utility Department Easy-Pay Authorization Form**

\_\_\_\_\_  
Name

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Checking or Savings Account Number

\_\_\_\_\_  
Carroll Utility Department Account Number

\_\_\_\_\_  
Signature

I authorize the CARROLL UTILITY DEPARTMENT and the financial institution named here to initiate variable entries to my checking/savings account. This authority will remain in effect until I notify the CARROLL UTILITY DEPARTMENT or the financial institution to cancel it in such time as to afford the financial institution a reasonable opportunity to act.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

Also, I agree that I remain obligated to pay for utility services in the event that a charge to my account is dishonored for whatever reason, and the CARROLL UTILITY DEPARTMENT retains its normal collection rights.

#### **To be completed by City**

Entered on System BY \_\_\_\_\_ Date \_\_\_\_\_

Checked By \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

Complete this form and return it to the Carroll Utility Department with a **voided check.**

Mail, fax or email to: Carroll Utility Department  
627 N. Adams Street  
Carroll, IA 51401

Fax: 712-792-0139  
E-mail: cityofcarroll@cityofcarroll.com