



300 West 4th Street Craig, CO. 81625  
Phone: 970-826-2005

Email: [finance@ci.craig.co.us](mailto:finance@ci.craig.co.us)  
Fax: 970-826-2035

## AUTO-PAY

*The easiest way ever to pay your monthly city utility bill . . .*

You've probably reminded yourself to pay your city utility bill in all sorts of ways. But now there's a service that does all the remembering for you. It's called the City of Craig Bank Draft Plan (**AUTO-PAY**). And the way it works is very simple.

With **AUTO-PAY**, the amount of your city utility bill is automatically drafted from your bank account every month. We simply send you a bill each month as we always have. Then on the 20th of each month, your bank account is deducted for that amount. If the 20th is a holiday, the draft will be made on the day before. If the 20th is on a Saturday or Sunday, the draft will be made on the Friday before. The draft will then be shown on your monthly bank statement the same way as if a check had been written. We may impose a processing fee for accounts that are found to contain insufficient funds.

Besides being easy to use, our new service is also very flexible. If you have a problem with your bill, simply notify us at least 3 days prior to the 20<sup>th</sup> of the month and have that month's draft suspended. You may then pay your bill the same way you always have.

Best of all, **AUTO-PAY** is absolutely free. And it saves you the cost of postage stamps and a trip to the post office or city hall. All of which means our new service can help you save time and eliminate the worry.

So, ask us for a Authorization Agreement for **AUTO-PAY**. Be sure to provide us with a voided blank or cancelled check so we can verify your bank account number.

If you have any questions, please call us at 826-2005. We are open 8:00 a.m. to 5:00 p.m. Monday thru Friday, except some holidays.



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# AUTO-PAY AUTHORIZATION AGREEMENT

City of Craig Utility Account Number: \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Financial Institution \_\_\_\_\_ Phone \_\_\_\_\_

Transit Routing/ABA # \_\_\_\_\_ Bank Account # \_\_\_\_\_

Type of Account:  Checking  Savings

I hereby authorize the City of Craig to automatically debit my bank account for payment of my monthly utility bill. I agree that each payment shall be the same as if it were an instrument personally signed by me. This authority is to remain in effect until revoked by me in writing. Once the City of Craig is given written notification, it shall have a reasonable time to effect all necessary requirements to terminate this agreement.

Further I understand that the City of Craig will continue to send me a bill and that I have up until three days prior to the end of the month to notify the City of Craig of any error on the bill. I also realize I can stop a debit to my account by notifying the City of Craig prior to three days from the end of the month.

I also understand the City of Craig may impose a processing fee for accounts that are found to contain insufficient funds.

I also realize that it is the responsibility of the City of Craig to keep all information supplied by me in strict confidence and that this agreement is non-transferable and non-negotiable.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Email to: [finance@ci.craig.co.us](mailto:finance@ci.craig.co.us) or Fax to: 970-826-2035

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