

Dear City of Burns Utility Customer:

As resources become tighter for the City of Burns government, we are looking for ways to streamline our administrative duties and reduce costs. One way is to reduce payment processing costs by offering an automatic electronic payment option to our customers. Automatic payments eliminate the need for city staff to manually post payments and carry them to the bank. For our customers, this option eliminates the need to write a check and mail in a payment or travel to city hall.

Beginning July 1<sup>st</sup>, 2010, we will be able to process your water/sewer utility payment with an automatic withdrawal from your checking or savings account. After signing up for this payment option with the form below, your payment will be automatically deducted from your bank account on the due date shown on your utility bill. You will continue receiving a statement that will say **Do Not Pay-Auto Pay** on it. There is no need to send anything back.

In order for the auto withdrawal to take effect by your next billing statement, the form below must be received in our office two weeks prior to your next billing. **Please enclose a voided check so that we can assure that we accurately deduct the payment from the correct account.**

Forms are available at Burns City Hall, 242 South Broadway or you may download them from our web site at [www.ci.burns.or.us](http://www.ci.burns.or.us) to sign up for this process.

You may cancel this authorization at any time by notifying us in writing. If you have any questions feel free to call this office at 541-573-5255.

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**Authorization for Auto Pay**

**I authorize the City of Burns Water Department to automatically debit my bank account indicated below for payment of my Utility bill. This authorization will remain in effect until I submit a written notification of its termination.**

Bank Name \_\_\_\_\_ Branch \_\_\_\_\_

Bank Routing No. \_\_\_\_\_ Bank Account No. \_\_\_\_\_

Checking Account \_\_\_\_\_ Savings Account \_\_\_\_\_ (Please check one)

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

Phone # \_\_\_\_\_ Utility Account No. \_\_\_\_\_

Service Address \_\_\_\_\_

If you have more than one account/service address, please check here \_\_\_\_\_ and list on the Reverse side of this form.

Send completed form to City of Burns, 242 S. Broadway, Burns, Oregon 97720. Please enclose a voided check.