

**City of Norfolk
Utility Bill ACH Payment Form**

**AUTHORIZATION FOR AUTOMATIC
PAYMENTS OF
WATER AND SEWER UTILITY BILLS**

(Complete this form and return, with a VOIDED check, to:
City of Norfolk, 309 N 5th St, Norfolk, NE 68701)

PLEASE PRINT

NAME: _____
(as it appears on utility bill)

PHONE: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

BANK NAME: _____

ADDRESS: _____

Checking Account #: _____

-OR-

Savings Account #: _____

NOTE: If you move, a new form must be completed.

I authorize you to deduct from my checking/savings account the amount of any City of Norfolk water/sewer bill and to make that deduction payable to the order of the City of Norfolk. In making this authorization, I agree to all the terms on the right side of this authorization.

Signature: _____

Date: _____

NOTE: Important information on right.

Important Information:

I authorize the financial institution named on this form to pay my water and sewer utility bill by charging each payment to my account. I agree that each payment shall be the same as if it were an instrument personally signed by me. This authority begins with my **next bill** and is to remain in effect until revoked by me in writing. In addition, I have the right to stop payment of a charge by timely notification to my financial institution prior to charging my account. I understand, however, that both the financial institution and City of Norfolk reserve the right to terminate this payment plan (or my participation therein).

RETAIN FOR YOUR RECORDS

On _____
(date)

I authorized _____
(financial institution)

to pay and to charge to my account the amount of any instrument drawn on my account by and payable to the order of City of Norfolk for water/sewer utility bills. I also agreed to the terms listed on the authorization.

If you have a question about the
Automated Clearing House (ACH) system
call the City of Norfolk,
Water Billing Department
at **(402) 844-2018**