



UTILITY ACCOUNT AUTO PAY

The City of Halsey in partnership with Xpress Bill Pay offers the ability to have your monthly utility bill automatically withdrawn from your bank or credit/debit card, free of charge. Use this form to enroll, make changes to your account information, or discontinue Auto Pay Enrollment. You may also visit our website to change your billing, payment, and paperless preferences at any time

ACTION

- Enroll in Auto Pay
 Change My Due Date
 Update Payment Information
 Cancel Auto Pay

CUSTOMER INFORMATION

Name: _____ Phone: _____

Service Address: _____ Utility Account #: _____

Email Address _____

PAYMENT INFORMATION

- Bank Account** Name on Account : _____ Checking Savings
 Routing #: _____ Account #: _____
- Credit/Debit Card** Card Number: _____ Expiration Date: _____
 Billing Address (If Different Than Service Address): _____

PAYMENT OPTIONS:

- Payment Date Options:** Pay on Due Date (25th) Pay on Specific Date (1st—28th): _____
- Payment Amount Options:** Pay Full Bill Amount Pay Set Amount: _____

PAPERLESS BILLING:

- Yes, Please Enroll Me in Paperless Billing (Email Address Required)**
- No, I do Not Wish to Enroll in Paperless Billing at This Time**

I authorize the City of Halsey/Xpress Bill Pay to initiate a monthly deduction from my financial institution listed above in the amount specified on this form. I understand that returned payments will incur applicable NSF Fees. This agreement is to remain in effect until the City receives written notification from me no less than three business days prior to the payment date specified above, or I edit my auto pay options online via Xpress Bill Pay.

Signature: _____

Date: _____