

**IS THIS EASY?  
YES!! Sign me up!!  
AUTHORIZATION AGREEMENT  
FOR DIRECT-PAY**

- Money Market
- Checking Account
- Savings Account

*I (we) hereby authorize the City of Lisbon, hereinafter called CITY, to initiate debit entries to my (our account) indicated and the depository named below, hereinafter called DEPOSITORY, to debit same to such account.*

\_\_\_\_\_  
*\*Depository name (Your Bank's Name)*

\_\_\_\_\_  
*City State Zip*

\_\_\_\_\_  
*\*Depository Telephone Number*

\_\_\_\_\_  
*Routing Number*

\_\_\_\_\_  
*Account Number*

*This authority is to remain in full force and effect until CITY and DEPOSITORY have received written notification from me (or either of us) of its termination in such time and in such manner as to afford CITY and DEPOSITORY a reasonable opportunity to act on it.*

\_\_\_\_\_  
*Name (s)*

\_\_\_\_\_  
*Signed Date*

*\*attach a voided deposit ticket or check*

**City of Lisbon**

115 North Washington  
P. O. Box 68 Lisbon, Iowa 52253  
(319) 455-2459

(319) 455-2470 FAX [www.lisboncity.com](http://www.lisboncity.com)



**From:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**City of Lisbon**  
115 N. Washington  
P. O. Box 68  
Lisbon, IA 52253

City of Lisbon

**Direct-Pay**

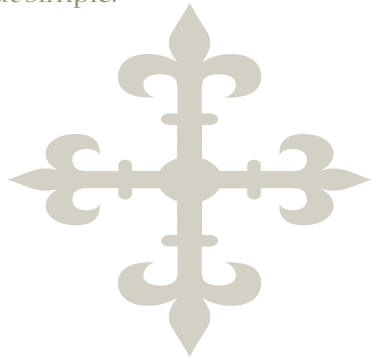


**MAKES  
IT  
EASY**

A Convenient Way To Pay  
Your Monthly Bill

## What is Direct-Pay?

Direct-Pay is an efficient electronic payment alternative to paper checks. When you use Direct-Pay, you authorize us to electronically collect an amount from your checking or savings account to pay your water bill. So instead of you writing a check every month, your bank (includes savings and loans and credit unions) will automatically make the payment on a predetermined date for you. It's that simple.



## Why Use Direct-Pay?

You and your city both benefit. As a customer, you'll save time preparing payments, save money on postage and check fees, improve your budgeting, eliminate the chance of a late payment and save time balancing your bank statement. We benefit by processing payments more efficiently and crediting them to your account quicker while reducing our operating costs.

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## How do I get started and Sign up for Direct-Pay?

It's easy and there is no charge. All you need to do is provide us with a written authorization to collect money from your account to cover the cost of your monthly bill. You also need to provide a voided check or deposit ticket from your bank account so we can be sure we have the right account information.

## How are my water bills paid?

On the predetermined due date, our bank will instruct your bank to automatically deduct the amount due from your account. Your bank then electronically withdraws that amount and forwards it electronically to our bank.

## How can I be sure a payment was deducted from my account?

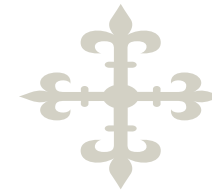
The monthly payment will be itemized on your monthly bank account statement. The statement will indicate the payment date and

## Will I still receive a detailed bill from the CITY each month?

You will receive your water bill on the first of the month as usual, at least 15 days before the scheduled payment date. The written notice will include the amount and date of payment.

## Can I change my mind and stop payment?

YES! Simply notify your bank, orally or in writing, up to three business days before the scheduled payment date.



## How do I discontinue my Direct-Pay arrangements?

Just send a note to us if you no longer want to pay your bill with Direct-Pay.