

CITY OF CLEAR LAKE UTILITY BILLING AUTOPAY PLAN



15 N 6th St * P.O. Box 185 * Clear Lake, IA 50428 * 641-357-5267 (P) * 641-357-8711 (F) * www.cityofclearlake.com

Your payments will be automatically debited from your checking or savings account. It saves you time, effort and postage. Plus you can rest easier knowing that your payments are always on time.

You will continue to receive your monthly billing from us on your regular billing cycle. Your financial institution will automatically debit your account on the 15th of the month. If the 15th falls on a holiday or a weekend, the amount will be withdrawn on the next working day.

You may stop your participation in Autopay at any time simply by calling or writing our office at least one week in advance prior to termination of your services. If you move, your final bill will be automatically deducted from your bank account, unless otherwise instructed. If you move to another location in Clear Lake, you will need to sign up again to authorize automatic debit from your bank account for the new service location.

This Service is provided free of charge. Autopay is accurate and reliable. Simply fill out the application form and return with a void check to:

**City of Clear Lake
Utility Billing Department
P.O. Box 185
Clear Lake, IA 50428-0185**

Or you may place your application in our utility drop box located outside City Hall. You may address your questions or concerns by writing to us or by calling our office at (641) 357-5267.

Service Name	
Service Address	
Phone	Utility Account #
Name of Financial Institution	
City and State	
Financial Institution Routing #	Bank Account #
Circle One: Checking/Savings	

I/We authorized the City of Clear Lake to initiate various debit entries to my/our checking/savings account. This authority will remain in full effect until I/we notify the City of Clear Lake of its termination.	
Signature (s)	Date
Please provide a void check preprinted with your name, financial institution's name, routing number and account number.	
Office Use Only	
Bank ID _____	
Process Date _____ By _____	