

**AUTHORIZATION FOR DIRECT PAYMENTS (ACH DEBITS)  
FOR WATER/SEWER BILLS**

The City of Albany now offers you the opportunity to make your water/sewer bill payments without writing a check. With your authorization, on the same day every other month, we will automatically be charged your account at your financial institution for the amount of your bill.

The convenience to you is obvious. You don't have to spend time writing a check for your payment every other month. Your statement from your financial institution will have a description on it showing your payment. If you are out of town or away from home, your payment is taken care of.

**COMPLETE THE FORM BELOW AND RETURN TO THE CITY OF ALBANY, P. O. BOX 370, ALBANY, MN, 56307, OR DROP IN PAYMENT BOX IN FRONT OF ADMINISTRATION BUILDING AT 400 RAILROAD AVE.**

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**AUTHORIZATION FOR AUTOMATIC PAYMENT**

I (we) do hereby authorize the City of Albany and the financial institution named below to initiate debit entries to my (our)  Checking Account /  Savings Account (Select One). I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Name of Financial Institution:

Address of Financial Institution:

City:  State:  Zip:

Routing No.:  :  : Account No.:   
(First set of numbers on bottom of check) (Second set of numbers on bottom of check)

**\*\*\*If unsure of routing number or account number, please include a voided check with this authorization form\*\*\***

This authorization is to remain in full force and effect until the City of Albany has written notification from me (or either of us) of its termination in such time and in such manner as to afford the City of Albany and the financial institution a reasonable opportunity to act on it. I can stop payment of an entry by notifying my financial institution 3 days before my account is charged. I can have the amount of an erroneous charge immediately credited to my account up to 15 days following issuance of my bank statement or 60 days after posting, whichever occurs first.

Name(s):  Acct. No.   
(please print) (from water bill)

Service Address:

Date:  Signature(s):

If you have any questions when completing this form, please call Heather at 845-4244.