

Town of Putney  
Property Utility Payments Direct Debit Program Request

New Request\_\_\_\_ Change request\_\_\_\_ Effective Date\_\_\_\_\_

You may sign up to have your Utility Payments transferred electronically from your bank account to the Town. When you sign up for this program, the Town will debit your bank account for the exact amount of the utility payment on the actual due date for each payment. You will still receive a utility bill in the mail quarterly.

**IMPORTANT NOTICES:**

**\*\*We will continue to take your utility amount due on the due date until we receive written notice from you at least fifteen (15) days in advance of the due date.**

**\*\*If your bank account information changes it is up to you to update us of this at least fifteen (15) days in advance of the due date. Failure to do so will result in fees and penalties for unpaid bills.**

**\*\*You must send a blank voided check or deposit slip for the account you wish to have debited or the request will be denied.**

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I, \_\_\_\_\_, herewith authorize the Town of Putney to debit my bank account listed below in the exact amount of my utility payment on the due date of each installment. Said authorization will remain in effect until cancelled in writing. All cancellations must be received in the Treasurer's Office at least five (5) days prior to the payment due date. Said authorization is to be used expressly for the payment of my utility account(s). \*Please use multiple forms for multiple properties.

Name on Utility Account\_\_\_\_\_

Parcel ID\_\_\_\_\_

Bank Name\_\_\_\_\_

Bank Address\_\_\_\_\_ Checking\_\_\_\_\_ Savings\_\_\_\_\_ (Check One)

Bank Routing Number\_\_\_\_\_ Bank Account Number\_\_\_\_\_

I hereby acknowledge that I have signature authority on the above listed bank account. I understand that sufficient funds will be available in said bank account on the utility payment due dates to permit payment of the above account. I understand that failure to maintain sufficient funds in the above listed bank account will result in the Town assessing interest and penalties on the utility amounts then overdue. I also understand that it is my responsibility to notify the Town if there is a change in my bank name or account number. Failure to do so will result in the Town assessing interest and penalties on the utility amounts then overdue Please cancel direct debit when property is sold.

I further agree that this direct debit authorization will remain in effect indefinitely, unless and until I provide at least five (5) days written notice of its cancellation to the Treasurer's Office.

Signature\_\_\_\_\_ Date\_\_\_\_\_

PrintedName\_\_\_\_\_ Telephone\_\_\_\_\_

Email\_\_\_\_\_