DIRECT PAYMENT FORM

CITY OF MOTLEY UTILITIES

Sign up to have your monthly payments automatically withdrawn from your checking or savings account.

You authorize regularly scheduled payments to be made on the 20th of each month or the next business day. Proof of payment will appear on your statement.
The authority you give to charge your account remains in effect until you notify us in writing to terminate.
The direct payment plan is dependable, flexible, convenient and easy. Fill out the following authorization and staple a voided check or document from your bank that confirms your account information to the form. You can mail it in, scan and email it to motleyadmin@brainerd.net, or drop it off during regular business hours at:
316 Highway 10 S, Motley, MN 56466

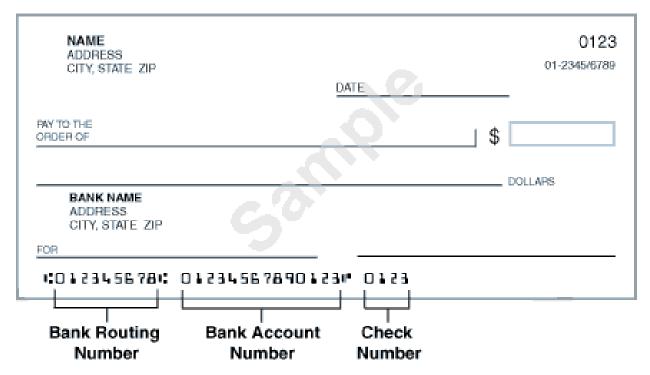## AUTHORIZATION FOR DIRECT PAYMENT

I authorize City of Motley and the financial institution named below to initiate entries to my checking/savings account.   This authority will remain in effect until I notify City of Motley in writing to cancel it and allow the financial institution a reasonable time to act on the cancellation.

Attach a voided check for account verification.

FINANCIAL INSTITUTION   BRANCH

CITY   STATE   ZIP

SIGNATURE   DATE

PRINT NAME   SERVICE ADDRESS

Financial Institution Acct Number   Checking   Savings

Financial Institution Routing Number

I want to receive my City Utility statement via: Mail   Email
        MAILING ADDRESS

        EMAIL ADDRESS

OFFICE USE

Utility Account Number   Date

The example shown below will assist you in locating the numbers needed to fill out the form.

Attach a Voided check to the completed agreement so that we may verify bank account and routing numbers.

Remember to mark the word "VOID" across the face of the check that you submit with your authorization agreement.

If you don't have checks or you want payments to come out of a savings account, please attach a document from your bank that confirms your Routing and Account numbers, or have them confirm via email to motleyadmin@brainerd.net