

DIRECT PAYMENT APPLICATION – COMMERCIAL ACCOUNTS

**CITY OF NORTH SIOUX CITY
504 RIVER DRIVE
NORTH SIOUX CITY, SD 57049**

PHONE: 605-232-4276

FAX: 605-232-0506

How the Direct Payment Plan Works:

You authorize regularly scheduled payments to be made from either your checking or savings account. Your payments will be made automatically **five working days** before the due date and proof of payment will appear on your next statement.

Payments are made through a preauthorized transfer. The authority you give to the City to charge your account will remain in effect until you notify the City *in writing* to terminate the authorization.

**APPLICATION FOR COMMERCIAL ACCOUNTS ONLY
COMPLETE THE FOLLOWING APPLICATION FORM FOR DIRECT PAYMENT!
(PLEASE PRINT)**

ORGANIZATION: _____

STREET ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____

STATE/ZIP: _____

PHONE NUMBER: _____

BANK NAME: _____

BRANCH: _____

STREET ADDRESS: _____

CITY: _____

STATE/ZIP: _____

ROUTING NUMBER (9 digits):

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The routing number is found at the bottom left of your check between these symbols |: |:

ACCOUNT NUMBER:

(Circle One - Checking or Savings)

The account number immediately follows the routing number. Please do NOT include the check number.

I/we, on the behalf of _____, authorize the City of North Sioux City, SD and the financial institution named above to initiate entries to the checking/savings account listed above. This authority will remain in effect until I/we notify the City of North Sioux City *in writing* to cancel it in such a time as to afford the City and the financial institution a reasonable opportunity to act on my/our request. I/we can stop payment of any entry by notifying the City eight (8) days before the statement due date.

SIGNATURE: _____ DATE: _____

**CONTINUE TO PAY YOUR UTILITY BILL UNTIL YOUR BILL IS LABELED
"AUTOMATIC PAYMENT/KEEP FOR YOUR RECORDS"**