

CITY OF FRUITA
DIRECT PAYMENT INFORMATION AND AUTHORIZATION FORM

The City of Fruita is pleased to offer you a new service - the Direct Payment Plan. Now you can have your payment made automatically from your checking or savings account. The Direct Payment Plan will help you in several ways:

- It saves time with fewer checks to write and saves postage
- It helps meet your commitment in a convenient and timely manner - even if you're on vacation or out of town. No late charges.
- It's easy to sign up for, easy to cancel

Here is how the Direct Payment Plan works: You authorize regularly scheduled payments to be made from your checking or savings accounts on the 5th of every month. Your payments will be made automatically on the specified day. Proof of payment will appear on your monthly utility bill. The authority you give to charge your accounts will remain in effect until you notify us in writing to terminate the authorization. If the amount of your payment changes, we will notify you at least 10 days before the payment date. To take advantage of this service, complete the attached authorization form and return it to the City of Fruita, Finance Department.

AUTHORIZATION FOR DIRECT PAYMENT FORM

I authorize the City of Fruita and the financial institution named below to initiate entries to my checking/savings account on the 5th of every month. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying my financial institution three (3) days before my account is charged.

INSTRUCTIONS:

1. Complete the following form.
2. Attach a voided check from your account to this form.
3. Retain a copy for your records.

| AUTHORIZATION FOR DIRECT PAYMENT | | | | | |
|--|--|-----------------|--|----------------|--|
| <i>Name - Please Print</i> | | | | <i>Phone</i> | |
| | | | | | |
| <i>Service Address</i> | | | | | |
| | | | | | |
| <i>Financial Institution Name</i> | | | | <i>Branch</i> | |
| | | | | | |
| <i>City</i> | | <i>State</i> | | <i>Zip</i> | |
| | | | | | |
| <i>Account Number</i> | | <i>Checking</i> | | <i>Savings</i> | |
| | | | | | |
| <i>Financial Institution Routing Number¹:</i> | | | | | |
| <i>Initial Payment Amount:</i> | | | | | |
| <i>City of Fruita Utility Account Number:</i> | | | | | |
| <i>Signature</i> | | | | <i>Date</i> | |
| <i>x</i> | | | | | |

1. The Financial Institution Routing Number can be found on the bottom left of your check between the symbols |: |:

You may revoke your authorization with the City of Fruita at any time by writing to the Attn: Finance Office, City of Fruita, 325 E. Aspen, Suite 155, Fruita, CO 81521. You may also fax your request to (970) 858-0210 . Please call (970) 858-3663 if you have any questions. If payment amount changes the City will notify you at least 10 days before the regularly scheduled payment date.