



Town of Basalt Automatic Payment Plan

We are pleased to offer you a new service - **the Direct Payment Plan**. Now you can have your utility bill payment made automatically from your checking or savings account.

The Direct Payment Plan will help you in several ways:

1. Saves time and postage.
2. No lost or misplaced payment, your payment is always on time.
3. Easy to sign up for, easy to cancel.

Here's how the Direct Payment Plan Works:

1. You will continue to receive your quarterly bill, allowing you to review the charges.
2. Your payment will be automatically deducted after the effective date on the 20th. Although the withdrawal date may vary it will never occur before the due date on your bill.
3. Payments can be made from your checking or savings account.

To take advantage of this service, complete the attached authorization form and return it.

AUTHORIZATION FOR DIRECT PAYMENT

I authorize the Town of Basalt and the financial institution named below to make automatic payments from the account I have specified on this authorization form. I understand that this authority is to remain in effect until cancelled in writing by me, the Town of Basalt, or the financial institution designated. I have attached a voided check showing my account number and transit routing/ABA number.

Town of Basalt account number as it appears on my utility bill _____

Customer's Name _____ Phone No. _____

Service Address _____

Mailing address (if different than above) _____

Financial Institution _____ Address _____

Bank Account No. Transit Routing/ABA No. _____

Type of Acct.: Checking [] Savings [] Signature _____

Contact the Town of Basalt with any questions you may have: (970) 927-9851.
Return this form with a voided check. Thank you.

Town of Basalt
Finance Department
101 Midland Avenue
Basalt, Colorado 81621