



*P.O. Box 36  
Moscow Mills, MO 63362  
Telephone 636-356-4220  
Fax 636-356-4010  
moscowmillsmo.com*

---

## **Automated Payment Information**

The City of Moscow Mills is now offering a bank draft program for utility payments. The program is available to customers choosing to have their monthly water, sewer, trash bill automatically deducted from their bank account.

The program will save customers the cost of postage and checks, eliminate monthly check writing, and provide a record of payment on the customer's bank statement. Additionally, customers will continue to receive their monthly bill through the mail or by e-mail through our e-bill system, as a method to inform the customer of their usage and charges.

For those customers interested in taking advantage of this benefit, please complete the AUTOMATED PAYMENT AUTHORIZATION FORM enclosed and return it to our office along with an unsigned, voided check (suggested but not required).

When the completed form is received, it may take the City of Moscow Mills up to 30 days to initiate the program with the corresponding bank. During this time, payment is the customer's responsibility. Once the initiation is complete, the customer's bill will have "Drafted on" the date of the draft and "Don't Pay" printed on the bill.

The City of Moscow Mills will draft the payment for the bill from the bank account on the 8<sup>th</sup> day of each month. The customer will continue to receive the monthly bill at the regular time.

Should a customer wish to discontinue participation in the Automated Payment Program, the customer must provide written notification of their wish to terminate the program to the City Clerk's office.

The City of Moscow Mills reserves the right to remove an account from the Automated Payment Program. Notification of removal will be mailed to the customer.

**Return form by one of the following methods:**

e-mail to the Utilities Clerk at [deputyclerk@moscowmillsmo.com](mailto:deputyclerk@moscowmillsmo.com)  
bring to City Hall to the Utilities Clerk, located at 995 Main Street  
mail to P.O. Box 36, Moscow Mills, MO 63362

**AUTOMATED PAYMENT AUTHORIZATION FORM**

I hereby authorize the City of Moscow Mills, herein called "City" to initiate debit entries to my (select one)

[ ] checking account

[ ] savings account

indicated below and the depository name below, herein call "Depository", to debit such account on the 8<sup>th</sup> day of the month. I understand that the City will debit the below listed account to collect amounts due for utility services. I understand that a \$30.00 Not Sufficient Funds (NSF) fee will be charged, as allowed by applicable law, if any item is returned for any reason.

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

City \_\_\_\_\_, State \_\_\_\_\_

Routing # \_\_\_\_\_ Bank Acct # \_\_\_\_\_

This authority is to remain in full force and effect until the City and Depository have received written notification from the person listed below, of this termination in such time and in such manner as to afford the City and Depository to act.

Note: Payment draft for final billing charges will be within five business/banking days of the date the service is terminated.

Name \_\_\_\_\_

Service Address \_\_\_\_\_ Acc. # \_\_\_\_\_

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

Please Enclose a Voided Check (suggested, but not required) with this form. Thank You.

=====Office Use Only=====

First automated payment scheduled for the bill due in \_\_\_\_\_.  
(Month)