

Direct Payment (Bank Draft)

Life is busy, let us help. Sign up for worry free bill payment by completing & mailing us the authorization form below. If you would like more information please call a City of Topeka Utilities Account Agent, 785-368-3111, M-F, 7AM-6PM.

FAQs:

What is direct payment? It is an authorization that you give your financial institution to pay your utilities bill from your checking or savings account. You give your authorization once, then your financial institution pays your bill on its due date for you, until you request the service canceled.

How will I know the amount I am being billed? You will continue to receive your monthly bill. However, it will have the following statement: "Bank account drafted for {total bill}".

What if I move? To transfer your utilities account from one address to another, simply call a Utilities Account Agent. Tell us the date you want services turned on at your new address & the date to stop services on the address you are moving from. The Direct Payment automatically transfers with your utilities account.

How do I sign up? Print & complete the form below, **attach a voided check or savings deposit slip** & return in the enclosed envelope with your next utilities bill payment to:

City of Topeka Water Division, PO Box 3566, Topeka, Kansas 66601-3566.

It will take 2 billing cycles from the time we receive your authorization form until your account is ready to be paid automatically. Please pay your City utilities bill in the usual manner until you receive a bill with the following message: "Bank account drafted for {total bill}".

AUTHORIZATION AGREEMENT FOR CITY OF TOPEKA UTILITIES ACCOUNT DIRECT PAYMENT

I (We) hereby authorize the City of Topeka to initiate debit entries to my (our) checking/savings account in the financial institution listed below for the purpose of paying for the utility services rendered to me (us) by the City of Topeka.

This authorization shall remain in full force & effect until the City of Topeka has received written notification from me (or either of us) of its termination. After receipt of such written termination, the City of Topeka shall have 5 business days to terminate the debit entry.

Financial Institution Name: _____

(please print)

City: _____ State: _____ Zip: _____

Name of bank account holder/s: _____

(please print)

Day phone: _____ Evening phone: _____

Utilities Account Number/s: _____

Signed: _____

Date: _____

Signed: _____

Date: _____