



CITY OF CAÑON CITY

Finance Department

P.O. Box 1460 • 128 Main Street
Cañon City, CO 81215-1460
(719) 269-9011 • www.canoncity.gov

Authorization Agreement for Preauthorized Electronic Payments – Checking Account

I hereby authorize the City of Canon City to initiate monthly charges to my checking account indicated below for the payment of charges reflected on the City of Canon City's combined utility statements for water charges and stormwater management fees. This transaction shall take place on the 20th of each month. **Completed authorization forms along with a voided check, or a bank letter showing correct account information, must be received by the 10th day of the month to be effective that month. Authorizations received after the 10th will be in effect the following month.**

BANKING INFORMATION

Name on bank account _____
Bank Name _____
Routing Number _____
Bank Account Number _____

UTILITY ACCOUNT INFORMATION

Name on utility account _____
Service address _____
Utility account number _____

I understand that if an erroneous debit is made to my account that the City and the financial institution are authorized to reverse the entry, and make any adjustments necessary to my account to correct the erroneous entry. This authorization is to remain in full force and effect until the City of Canon City has received written notification from me of its termination in such time and in such manner as to afford the City and the depository Bank or Credit Union reasonable opportunity to act on it. I also understand that if payment is returned by the depository Bank or Credit Union (NSF, Account Closed, etc.) a \$20.00 charge will be debited to my account.

If you wish to receive your bill electronically and no longer receive your physical bill by mail, please visit Xpressbillpay.com to set up your account.

Name (Please print) _____ Date _____
Signature _____
Phone _____
Email Address _____