

CITY OF SHELLSBURG, IOWA

Dear Potential Automatic Withdrawal Customer:

We appreciate your interest in the City of Shellsburg's Automatic Withdrawal Program for your water/sewer/recycling billing. The automatic Withdrawal program is a free and easy alternative to writing a check every month. We want to make paying bills as simple as possible for all of our customers.

Here is how it works:

1. Every month, payment of your bill is automatically deducted from your bank account on last business day of the month.
2. Every month, you will receive your utility bill in the mail with the amount that will be withdrawn.

With City of Shellsburg's Automatic Withdrawal Program, you can select to have the deductions drawn from either your checking or savings account. You also have the option of stopping payment or discontinuing the service up to 20 business days prior to the withdrawal date.

Simply complete the bottom portion of this form and send/drop off with your next payment!

Sincerely,

Barbara J. Tracey
City Clerk

Name(s) on Account: _____

Utility Account #: _____

Name of Bank: _____ Checking or Savings(circle one)

Routing #: _____ Account# _____

Signature: _____ Date: _____

By signing this form I authorize the City of Shellsburg, Iowa to debit the financial account listed above for monthly payment of my bill. I understand that I may discontinue using this service by calling 319-436-2954.

CITY OF SHELLSBURG

108 Main Street

PO Box J

SHELLSBURG IA 52332

cityofshellsburg@shellsburg.com

Phone 319-436-2954

Fax 319-436-2588

To: City of Shellsburg Utility Customers

RE: Going Green with your Utility Bill

Dear Customers:

Customers have the option of Going Green and having Utility Billing Statements sent via e-mail. If you would like to participate in this program, please fill out the lower portion of this letter and return it to the City Clerk to be included in the e-mail billing. You may also sign up for automatic bill pay so that your payment will be deducted from your bank account each month.

If you have any questions, please contact the City Clerk at 319-436-2954. Office hours are Monday thru Friday 8am-4pm. Window is closed 8-11 on Tuesdays and Thursdays.

Email: cityofshellsburg@shellsburg.com

I do hereby agree to have my Utility Billing Statement sent to my address via e-mail. It will be my responsibility to furnish, to the City Clerk, a current e-mail address and to notify the City Clerk of any changes in delivery of said Utility Statement whether electronic or standard mail. The City of Shellsburg is not responsible for any undelivered Utility Billing Statement. The City of Shellsburg will not knowingly share any e-mail address without the expressed permission of the account holder.

Customer Name: _____

City account number: _____

Address: _____

E-MAIL ADDRESS: _____

(Please print carefully)

Signature _____ Date _____