



CITY OF WILMINGTON

DIRECTIONS FOR DIRECT DEBIT CUSTOMERS

1. Customer must complete & sign the authorization agreement, AND provide us with a VOIDED check.
2. Customer should continue to pay their bill UNTIL they see “DIRECT DEBIT – DO NOT PAY” directly beneath the due date on your bill.
3. The money will automatically be deducted from your bank account on the DAY BEFORE THE DUE DATE printed on your utility bill.
4. If you feel that your bill is incorrect, contact us immediately after you receive it to allow us time to investigate BEFORE the payment is deducted from your bank account.

Direct Debit Authorization Agreement

Company Name: **WILMINGTON UTILITY BILLING DEPARTMENT**

I hereby authorize the above named company ("The Company"), to initiate debit entries from my account indicated below at the bank named below ("The Bank"). The debit entries are payment for services and/or goods rendered by the Company to me:

Bank Name: _____ Branch: _____

City: _____ State: _____ Zip: _____

Routing Transit / ABA Number: _____

Account Type (Checking or Savings): _____

Bank Account Number: _____

This authorization is to remain in full force and effect unless I no longer receive the Company's services and/or goods, or until the Company has received written notification from me of its termination in such time and in such manner as to afford the Company a reasonable opportunity to act on it.

Customer Name: _____ Date: _____

Customer Address: _____ Phone: _____

Utility Billing Department Account Number: _____

Customer Signature: _____

Company / By: _____