



## Easy Direct Payment Plan for Utility Customers

We are pleased to be able to offer you a Direct Payment Plan Option. Now you can have your water payments automatically deducted from your checking or savings account. You do not have to change your present banking relationship in order to take advantage of this service.

### Here's how the Direct Payment Plan works:

You authorize your City of Newberg utility bill to be paid directly from your checking or savings account. For your records, a utility statement showing usage and amount billed will be mailed to you and the payment will be debited from your account on the date selected below. The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. The cancellation request must be 3 working days before the date selected below.

**The Direct Payment Plan is dependable, flexible, convenient and easy.** To take advantage of this service, complete the attached authorization form and return it to us at 414 E. First Street, or mail to PO Box 970 Newberg, OR 97132. If you have any questions about the Direct Payment Plan, please call the Finance Department at (503) 537-1205.

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I authorize the City of Newberg and the financial institution named below to initiate entries to my account. This authority will remain in effect until I notify the City of Newberg in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying the City of Newberg three (3) days before my account is charged.

#### PLEASE SELECT ONE:

☐

Checking Account

☐

Savings account

#### PLEASE SELECT ONE:

☐

15th of the month

☐

30th of the month

This authority will remain in effect until I have cancelled it in writing.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Service Address

\_\_\_\_\_  
Financial Institution

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Account Number at Financial Institution

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

\_\_\_\_\_  
City of Newberg Account Number

\_\_\_\_\_  
Signature

**PLEASE ATTACH A VOIDED CHECK**