

Town of Grand Lake Automatic Payment Plan

FAQS:

The automatic payment plan is free and you may cancel at any time.

How do I sign up?

Complete and return the authorization form below and include a **voided check (for checking account) or deposit slip (for savings account)**. Your request will not be processed without a voided check or a deposit slip.

How soon will the automatic payment deductions begin?

Please allow two weeks before your due date to set up your automatic payment.

When will my payment be pulled from my bank account each quarter?

The quarterly payment will be pulled on the due date listed on your bill. You will still receive your bill by mail each quarter, for your records.

How can I be sure my bill has been paid?

Your monthly bank statement will reflect the automatic payment.

What if I change banks or accounts?

Notify us in writing at least five business days before the charge. However please allow two weeks to set up a new account. Please complete and sign this form and include a voided check or deposit slip from your new bank account.

What if I try the plan and do not like it?

Notify us in writing at least five business days before your account is charged and we will cancel the automatic payment request.

AUTOMATIC PAYMENT PLAN AUTHORIZATION FORM

I authorize the Town of Grand Lake to collect payment of my utility bill by initiating a deduction (and, if necessary, a credit to correct erroneous deductions) from the bank account shown on the attached voided check (required for checking account) or deposit slip (savings account). I understand I am responsible for any charges incurred* if the funds are not in my account at the time of withdrawal. I further understand this authorization will continue unless I contact town hall in writing to cancel this plan.

Customer's Name _____

Address _____

Phone # _____

Town Water Account #(s) _____

Your Bank Information :

Financial Institution – Name and Phone Number _____

Financial Institution Address, City, Zip Code _____

Type of Account: Checking (ATTACH VOIDED CHECK) **OR** Savings (ATTACH DEPOSIT SLIP)

Bank Routing Number _____

Bank Account Number _____

Signature _____ Date _____

***Please allow two weeks to set up your automatic payment. Thank you!
Return form to: Town of Grand Lake, PO Box 99, Grand Lake, CO 80447
Phone 970-627-3435 Fax 970-627-9290***

*The Town charges \$25.00 for a returned ACH (similar to an NSF charge for paper checks). In addition, you are responsible for any charges incurred through your bank.