



Complete and Return to:  
City Collector  
City of Jackson  
101 Court Street  
Jackson, MO 63755-1807

## General Information About Automatic Withdrawal Service For Utility Bill Payments

Keep this page for your records.

You will be sent a utility bill (designated as an automatic bank withdrawal) at the beginning of each month.

Option 1: The effective date of the withdrawal transaction will be the fifth of the month or the first business day following the fifth of the month (if the fifth falls on a holiday or weekend). Transactions will be posted for the actual amount due on the utility account.

Option 2: The effective date of the withdrawal transaction will be the tenth of the month or the first business day following the tenth of the month (if the tenth falls on a holiday or weekend). Transactions will be posted for the actual amount due on the utility account.

Option 3: The effective date of the transaction will be the twentieth of the month or the first business day following the 20<sup>th</sup> of the month (if the twentieth falls on a holiday or weekend). Transactions will be posted for the actual amount due on the utility account.

The City assumes this agreement will remain in effect until you notify us, in writing, of any necessary changes. Some general information to remember is listed below.

- A customer whose transaction fails to clear his account will be charged a \$ 30.00 return check fee and must cover the failed payment by cash or money order immediately upon notification of return. Termination from this service will be automatic after two returned transactions.
- A customer may choose to terminate this service by notifying the city, in writing, 10 days in advance of the next withdrawal. Termination forms are available at City Hall or online at <http://www.jacksonmo.org> (click on Maps and Forms link at top right).
- A customer must notify the City and complete a new authorization form for ANY bank/bank account or utility account/location change.
- The City of Jackson retains the right to modify the terms of this agreement at any time.

If you have any questions about this service, please feel free to contact us at (573)243-4404, (573)243-3071. You may also e-mail [utilities@jacksonmo.org](mailto:utilities@jacksonmo.org).



**AUTHORIZATION FOR AUTOMATIC PAYMENT OF UTILITY BILLS**

**Complete and Return to:**  
City Collector  
City of Jackson  
101 Court Street  
Jackson, MO 63755-1807

This document authorizes the City of Jackson, Missouri, to automatically deduct payments for utility bills from the customer's designated bank and account number. The customer will be sent a utility bill (designated as an automatic bank withdrawal) at the beginning of each month.

**Option 1:** The effective date of the transaction will be the 5<sup>th</sup> of the month or the next business day following the 5<sup>th</sup> of the month, if the 5<sup>th</sup> falls on a weekend or a holiday. Transactions will be posted for the actual amount due on the utility account.

**Option 2:** The effective date of the transaction will be the 10<sup>th</sup> of the month or the next business day following the 10<sup>th</sup> of the month, if the 10<sup>th</sup> falls on a weekend or a holiday. Transactions will be posted for the actual amount due on the utility account.

**Option 3:** The effective date of the transaction will be the 20<sup>th</sup> of the month or the next business day following the 20<sup>th</sup> of the month, if the 20<sup>th</sup> falls on a weekend or a holiday. Transactions will be posted for the actual amount due on the utility account.

This agreement will remain in effect until the customer notifies us in writing of any changes.

- A customer whose transaction fails to clear the bank will be terminated from this service after two separate returned transactions. Return check fee of \$ 30.00 is charged by the City.
- A customer may choose to terminate this service by notifying the city, in writing, 10 days in advance.
- A customer must notify the City and complete a new authorization form for ANY bank/bank account or utility account/location (address) change. Failure to do so may result in non-payment and therefore additional penalties.

I hereby authorize the City of Jackson to deduct from my designated bank and account number the amount necessary to pay each month's utility bill.

Utility Account Number(s): \_\_\_\_\_

Name: \_\_\_\_\_

Property Address(es): \_\_\_\_\_

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

City, State, and Zip: \_\_\_\_\_

Main Contact Phone Number: \_\_\_\_\_ SSN: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**MONITOR YOUR UTILITY BILL AT [HTTPS://UBL.GWORKS.COM/JACKSONMO](https://ubl.gworks.com/jacksonmo). FOR HELP SETTING ACCESS, EMAIL US AT [UTILITIES@JACKSONMO.ORG](mailto:UTILITIES@JACKSONMO.ORG).**

- Please attach a voided check or any other material that identifies the routing and account information necessary for ACH transactions at the designated bank.
- If you have multiple City utility accounts, please include a list of additional property addresses/accounts for which you want this service.
- Please choose one of the three withdraw options below.

<input type="checkbox"/> Check this Box for Option 1 (Payment processed on the 5 <sup>th</sup> of every month)
When would you like your first withdrawal/payment to take place? _____ 5 <sup>th</sup> (month) *This form must be received at least 10 days prior to this date. Another form of payment must be provided for any balance due prior to this date.

<input type="checkbox"/> Check this Box for Option 2 (Payment processed on the 10 <sup>th</sup> of every month)
When would you like your first withdrawal/payment to take place? _____ 10 <sup>th</sup> (month) *This form must be received at least 10 days prior to this date. Another form of payment must be provided for any balance due prior to this date.

<input type="checkbox"/> Check this Box for Option 3 (Payment processed on the 20 <sup>th</sup> of every month)
When would you like your first withdrawal/payment to take place? _____ 20 <sup>th</sup> (month) * This form must be received at least 10 days prior to this date. Another form of payment must be provided for any balance due prior to this date.

- The City of Jackson retains the right to modify the terms of this agreement at any time.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_