

CITY OF WINNEMUCCA

DI AN PUTNAM, Mayor
RICHARD STONE, Council Seat 1
DOUG CAIN, Council Seat 2
JOYCE SHEEN, Council Seat 3
PATTY HERZOG, Council Seat 4
PAIGE BROOKS, Council Seat 5

90 WEST FOURTH ST.
WINNEMUCCA, NV 89445

D. Stephen West, P.E., Manager/Engineer (775) 623-6333
Eddy D. Davis, Clerk/Treasurer (775) 623-6338
Bob Davidson, Police Chief (775) 623-6396
Roger Sutton, Public Works Supervisor (775) 623-6381
Steve Swecker, Recreation Director (775) 623-6325
Sherrie Chaplin, Building Inspector (775) 623-6319
Fax Number (775) 623-6321
E-Mail winnemucca@winnemuccacity.org

To Our Valued Customers:

Thank you for signing up for our new service that will allow you to pay your monthly utility bill electronically from your checking account each month. Once you have completed the attached documentation for our files, the amount of your water/sewer bill is automatically deducted from your checking account each month. A monthly statement will be sent to you showing the amount that will be paid so that you will know exactly how much will be deducted from your checking account.

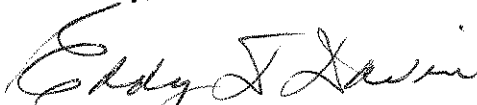
This is a worry-free option for you to ensure that your utility payment arrives and is recorded on time which will eliminate any past due penalties that may occur due to late payment. We do everything automatically on your behalf at no additional cost to you.

In order to sign up for this service, please complete the enclosed application and return it to our office along with an actual voided check. Please return these as soon as possible to us so that we can get everything set up before your specific billing cycle ends. Once you are signed up for this service it will remain in effect until it is cancelled in writing at least ten (10) days prior to your billing due date.

It is important to remember that if at any time there is a change in your banking information we will need to be notified of such changes to ensure the accuracy and timeliness of your payment deduction.

If you have any questions please do not hesitate to contact the Sewer / Water utility department at (775) 623-6340 or the City Clerk's office at (775) 623-6338. We will be glad to assist you.

Sincerely,



Eddy D. Davis
City Clerk

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ELECTRONIC FUNDS TRANSFER ACH UTILITY PAYMENT APPLICATION

NAME(S) ON ACCOUNT: _____

SERVICE ADDRESS: _____

SEWER / WATER ACCOUNT NUMBER:

MAILING ADDRESS: _____
(if different from above)

TELEPHONE NUMBER(S) _____

EFT (*Electronic Funds Transfer*) AUTHORIZATION:

I, the undersigned, authorize (INSERT BANK NAME) _____
to initiate payment and post to my banking account via electronic funds transfer my utility bill for sewer and water services to the City of Winnemucca, Sewer and Water department. This remains in effect until it is cancelled by me in writing. I understand that I must submit written notice of cancellation ten (10) days prior to the due date of any outstanding utility bill. I agree that if my electronic funds transfer is denied by my bank, I will no longer be able to use the Electronic Funds Transfer (ETF) method of payment.

MANDATORY: PLEASE ATTACH AN ACTUAL "VOIDED" CHECK ORIGINALS ONLY, NO DEPOSIT SLIPS

Bank Account Number (checking):

By signing below, I understand and agree that my utility payments will be handled electronically.

X _____ Date _____
Signature of Account holder

X _____ Date _____
Signature of Account holder

Utility payments will be deducted from your checking account on your due date.
You will continue to receive a monthly statement indicating that your balance due is paid by electronic transfer.

revised 10.22.09 ed.