

# DIRECT PAYMENT PLAN

**H**ow would you like to write fewer checks, not worry about lost or misplaced statements, no late charges? Sounds Great!?! Then check out the Pittsboro Utilities Direct Payment service.

**Here's how it works:**

- ✓ Complete the authorization form attach a voided check, and return it to the Utility Office.
- ✓ Continue to pay as usual until "DP" appears next to the amount due on your utility statement.

**You will have two weeks to review your bill before it is paid and call us with any questions.**

**\*Please note that when services are taken out of your name, your final bill will not be on direct payment. Please come in to the office or mail your check to us for your final payment.**

To sign up for the program, simply go on line and download the Direct Payment form, or come into the office at: 80 N. Meridian Street

Simply fill out the form attach a voided check and return it *signed* to our office at:

**Town of Pittsboro Utilities  
80 N. Meridian Street  
P.O. Box 185  
Pittsboro, In 46167**

**Or stop by our office and drop it off. Continue to pay as usual until you receive a bill marked "DP" next to the amount due on the bottom half of your bill.**

**\*\*To remain on the Direct Payment Plan, you must be sure the funds are available for debit on the 17<sup>th</sup> of the month. If payment is refused by the bank a \$28.00 charge will appear on your next Utility Statement for NSF, and the agreement with the Pittsboro Utilities will terminated by written notice.**

**\*\*\* Please do not try to email the direct payment form or voided check due to security reasons.**

ELECTRIC

WATER

STORMWATER

GAS

WASTEWATER

TRASH

PITTSBORO

UTILITIES

80 N. MERIDIAN STREET  
P.O. BOX 185  
PITTSBORO, INDIANA 46167

PHONE: 317-892-3326  
FAX: 317-892-4159  
EMERGENCY: 317-339-4479  
[www.townofpittsboro.org](http://www.townofpittsboro.org)

## CHECKING/SAVINGS ACCT DIRECT PAYMENT

Your bank will be able to pay your utilities each month, automatically, on time, every time with no Additional charge from Pittsboro Utilities.

- ✓ You still receive a bill to review your charges
- ✓ Payment will be taken out the same day your bill is due

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←Staple voided check here

Pittsboro Utilities Account Number

Telephone Number

Name

Address

City

State

Zip

Name of Bank/Financial Institution

(Check One) → ☐ Checking  
☐ Savings

Routing Number

Account Number

I authorize Pittsboro Utilities to initiate entries to my checking/savings account with the financial institutions name above. I acknowledge that the receipt each month of a bill for the utility services from Pittsboro Utilities constitutes prior notice to me of prearranged payments that may differ from month to month. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the company a reasonable opportunity to act on it. I can stop payment of any entry by notifying my financial institution 3 business days before my account is charged. Discontinuance of this payment service shall not affect any amounts owed by me to Pittsboro Utilities.

Signature

Date

Staple Voided Check Here ↑