

# Worthing

CITY OF  
PRIDE, PROGRESS & POSSIBILITIES

Thank you for considering the City of Worthing's automatic utility bill payment service!

By taking your time and correctly filling out the "Direct Payment Authorization" form, you have authorized the City of Worthing to automatically withdraw the exact amount of your utility bill on the date you indicate. These monthly deductions will continue indefinitely, or until you submit a written request to end the deductions. The two options you have for deductions are either the first (1<sup>st</sup>) of every month or the fifteenth (15<sup>th</sup>) of every month. Should the day you have chosen to have your deduction occur fall on a weekend or federal holiday, the next business day is when the transaction will occur (no late fee will be charged unless insufficient funds are in the account). The process generally takes between twenty four (24) and forty eight (48) hours to complete. For example, if you have chosen for your automatic payment to occur on the first (1<sup>st</sup>) of the month, it should show on your bank statement by the third (3<sup>rd</sup>) of the same month.

It is still necessary to report your meter reading by the fifteenth of each month, and to make that as easy as possible for you, it can be done either over the phone, by email, or by dropping off your utility bill stub at City Hall.

All questions, concerns, and comments regarding utility billing should be directed to the finance officer, who can be reached by phone at 372-4113 and email at [financeofficer@cityofworthing.com](mailto:financeofficer@cityofworthing.com).

*THANK YOU for helping your City become a more efficient and sustainable operation!!!*

Municipal Finance Officer

City of Worthing

SEE REVERSE FOR APPLICATION

**\*VOIDED CHECK MUST BE INCLUDED WITH DIRECT PAYMENT  
AUTHORIZATION APPLICATION\***

# DIRECT PAYMENT AUTHORIZATION



208 South Main Street, Post Office Box 277, Worthing, South Dakota 57077  
(605) 372-4113

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Name on Utility Account: \_\_\_\_\_

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

Billing Address: \_\_\_\_\_

Utility Account Number: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

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

Address of Financial Institution: \_\_\_\_\_

Bank Routing Number (Nine Digits): \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Type of Account (Checking or Savings): \_\_\_\_\_

By checking this box and signing below I hereby authorize the City of Worthing to initiate debit entries into the above-described bank account on the FIRST (1<sup>st</sup>) day of every month, or the first business day thereafter should the first (1<sup>st</sup>) be a weekend or holiday. I acknowledge the origination of ACH transactions to my account must comply with the provisions of United States law. This authority will remain in effect until I notify the City of Worthing Finance Office, in writing, to terminate automatic direct payments.

By checking this box and signing below I hereby authorize the City of Worthing to initiate debit entries into the above-described bank account on the FIFTEENTH (15<sup>th</sup>) day of every month, or the first business day thereafter should the fifteenth (15<sup>th</sup>) be a weekend or holiday. I acknowledge the origination of ACH transactions to my account must comply with the provisions of United States law. This authority will remain in effect until I notify the City of Worthing Finance Office, in writing, to terminate automatic direct payments.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

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