



Automatic Clearinghouse (ACH)

Monthly Bill Payment Option

Auto Bill Pay

- *Have your monthly bill automatically withdrawn from the bank account of your choice.*
- *Monthly payments will be debited from your designated account between the 27th and 30th each month*
- *Your monthly bill will still be mailed with the draft amount.p*

The ACH bill payment method is the most cost-effective means for you to pay your sewer and refuse bill. It also helps reduce the City of Mexico's related business costs because processing fees are considerably lower for ACH payments.

ACH Authorization Forms would need to be completed and returned to City Hall, Administrative Services Department, 2nd Floor by the 10th of the month for ACH payments to be processed that month.

In the event that you move to a new location inside the City Limits of Mexico, Missouri, customers will need to complete a new ACH Authorization Form with the new utility account number.

Please refer to the following page to initiate ACH authorization of your account(s) now.



All Missouri Certified City

City of

Tree City U.S.A.

300 N. Coal
Mexico, Missouri 65265
www.mexicomissouri.net



Voice: (573) 581-2100
Fax: (573) 581-6261

**AUTOMATED CLEARINGHOUSE (ACH)
AUTHORIZATION**

I hereby authorize the City of Mexico, Missouri to debit my checking/savings account each month (between the 27th and the 30th) to pay my sewer and refuse bill for the accounts I have designated below.

I will continue to receive a monthly bill, which will show my usage, the billing period and the amount that will be debited from my account designated below.

This authority is to remain in full force and effect until the City of Mexico, Missouri has received written notification from me of its termination in such time and such manner as to afford a reasonable opportunity to act on it.

Signature of City Account Holder

Date signed

Name on Account: _____

Phone Number _____

Your Utility Account Number: _____

(These numbers can be taken from your monthly bill) (Ex: X-XXXXXXX-XX)

Additional accounts to be included in this authorization:

CHECKING

SAVINGS

***** PLEASE ATTACH A VOIDED CHECK HERE *****
(No Deposit Slips)