

Layton City Authorization Agreement For Payment of Utility Services by Electronic Funds Transfer (EFT)

Customer Information	
Customer name as shown on billing:	Customer account number as shown on billing:
Service Address (location where utility services are rendered):	
E-Mail Address:	Home Telephone:

Financial Institution Information	
Financial Institution Name (Bank or Credit Union):	
Address:	
Is your account for : Checking account <input type="checkbox"/> -or- Savings account <input type="checkbox"/>	Account number: Routing number:
You must attach a voided check or a savings account deposit slip, which contain necessary account and bank routing information, to this agreement.	

Terms and Conditions

1. This agreement is subject to the terms and conditions of the National Automated Clearing House Association (NACHA) with regard to electronic funds transfer (EFT) between banks and bank accounts.
2. This agreement shall remain in full force and effect until the Customer or Layton City terminates the agreement. Termination shall be in writing at least 5 business days prior to any scheduled payment date. This agreement shall terminate automatically when the utility account is closed.
3. This agreement only applies to the financial institution and account noted above. Changing financial institutions or accounts within a financial institution shall constitute a termination of this agreement. A new agreement must be submitted to reinstate EFT payments.
4. EFT refusals by the customer's financial institution shall constitute a returned item, similar to a returned check and the customer account will be charged

the same fee as is charged for a returned check. Refusals shall include insufficient funds in the account and accounts being closed without written notice to the City.

5. Upon acceptance and testing of the EFT payment option for this account, the City will use reasonable efforts to request utility payments on behalf of the Customer through NACHA. However, it shall remain the responsibility of the Customer to pay utility bills by cash or check if the EFT payment transfer is not successful. The City will use its best efforts to notify the Customer of any rejection or processing problems. Layton City shall be held harmless for any circumstance beyond its reasonable control.
6. Funds will be debited (deducted) from the Customer's financial institution account on the due date for the amount due that was printed on the utility bill. The amount deducted may change per billing and it is the Customer's responsibility to report any billing problems to the City immediately upon receiving the bill. The City may assume the billing is proper and may proceed with EFT payment unless a problem is reported.

I hereby authorize Layton City and/or Layton City's financial institution to initiate debits (payments) and credits (refunds or corrections) with electronic funds transfer (EFT) entries to the financial institution account listed above for the purpose of paying fees and charges on my Layton City utility account. I authorize the above named financial institution to make debits and credits to my account for the payment of my Layton City utility account. I have read and agree to the terms and conditions of this agreement.

Customer Signature

Date Signed

Please send completed form to:
(or email completed form to utilitybilling@laytoncity.org)

Layton City – Utility Billing Department
437 N. Wasatch Dr.
Layton, UT 84041

For City Use Only	
EFT setup completed by: _____	Date set up _____