



***DIRECT  
PAYMENT  
PLAN***

We are pleased to offer you a Direct Payment Plan. Now you can have your payment deducted automatically from your checking or savings account. And, you won't have to change your present banking relationship to take advantage of this service. **The Direct Payment Plan will help you in**

**Several ways:**

- It saves time-fewer checks to write
- Helps meet your commitment in a convenient and timely manner-even if you're on vacation or out of town
- No lost or misplaced statements, your payment is always on time-it helps maintain good credit
- It saves postage
- It's easy to sign up for, easy to cancel
- No late charges

**Here is how the Direct Payment Plan works:**

You authorize regularly scheduled payments to be made from your checking account. Then just sit back and relax. Your payments will be drafted automatically on the **5th** day of each month. And proof of payment will appear on your next statement. The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. The Direct Payment Plan is dependable, flexible, and easy.

**All you need to do is:**

1. Fill in your name, financial institution Name and location and date.
2. Attach a voided check for verification of all financial institution information. If you are unable to attach the voided check, please fill in your account number and routing number.

Date \_\_\_\_\_

**Financial Institution**

Name \_\_\_\_\_

Account Number \_\_\_\_\_

Routing Number \_\_\_\_\_

Institution City and State  
\_\_\_\_\_  
\_\_\_\_\_

*Please Print Name*

City of Mason Account # \_\_\_\_\_

Signature, \_\_\_\_\_

*Please keep a copy of the authorization for  
your records*

**CONTACT THE BILLING OFFICE  
IMMEDIATELY OF ANY CHANGES**

**325.347.6449**

**POBOX68**

**MASON, TX 76856**

**FAX 325.347.5955**

**Dishonored Drafts:**

If the City's draft is not paid by the bank for any reason (i.e. insufficient funds or Closed account), your account will be considered delinquent on the 16th day of the month, and the city can start the process to terminate your services. It is your responsibility to make sure that payment has been made.