

Automatic Utility Payment Authorization

FORM INSTRUCTIONS

Borough Account #

1. **Complete the Form**
2. **Print and Save a Copy to your hard drive** for your records
4. **SIGN** your printed Form
5. **Mail or drop off your signed Form to the Borough.**

You must have Adobe Acrobat Reader installed on your computer to complete the form online. If you are having difficulty with the form, and Adobe Acrobat is installed, please read the [Browser Instructions](#) for additional assistance.

UTILITY BILLING INFORMATION

Utility bills are due at the Borough office by the 10th of each month. All automatic payments are done on the 10th of each month unless the 10th falls on the weekend – then they are done the Friday before.

Payment Options

- Payments may be made by cash, check or credit/debit card at the Borough office during regular business hours: Monday thru Friday - 8:00 AM to 4:00 PM
- Payments may also be mailed or dropped in the night-drop located next to the drive-thru window (checks only please).
- If you prefer we also offer automatic deductions from your checking or savings account or by using your credit/debit card (MC or VISA only).

NOTE: If you are interested in automatic deductions, please complete, print, and sign the Automatic PAYMENT Authorization Form and return it to the Borough office.

For Checking or Savings

AUTOMATIC CHECKING/SAVINGS WITHDRAWAL

Start Date:

Applicant's Name:

Phone:

Email Address:

Street Address:

City:

State:

Zip:

Bank Name:

ABA #

For Credit/ Debit Card

AUTOMATIC CREDIT/DEBIT CARD WITHDRAWAL

Start Date:

Borough Account #

Name:

Phone:

Address:

City:

State:

Zip:

I authorize automatic payment deducted from: (please select one)

Visa Debit Card

Master Card Debit Card

Visa Credit Card

Master Card Credit Card

Card #

Expiration Date:

Card Billing Street Address:

City:

State:

Zip:

Signature:

Date:

Approved By:

Date:

Denied By:

Date: