



Authorization for Automatic Direct Payments

We are pleased to offer you an automatic payment service. You can now have your **Highland Sanitation & Recycling** payments made directly from your checking or savings account. You will not have to change your present banking relationship to take advantage of this service, and there is no additional cost to you.

How Direct Payment works:

You authorize regularly scheduled payments to be made from your checking or savings account. Your payments will be made automatically around the 1st of the month. Proof of payment will appear on your statement. The authority you give to charge your account will remain in effect until you notify Highland Sanitation & Recycling in writing to terminate the authorization.

The automatic payment service is dependable, flexible, convenient, and easy. To take advantage of this service, please complete the authorization form below and return it to us.

Please check this box if you'd also like to go paperless and receive invoices via email: ☐

****Please allow up to 10 business days for processing prior to the next withdrawal date****

I authorize **Highland Sanitation & Recycling** and the financial institution named below to initiate entries to my checking/savings account. This authority will remain in effect until I notify **Highland Sanitation & Recycling** to cancel it in such time as to afford **Highland Sanitation & Recycling** a reasonable opportunity to act on it. I can stop payment of any entry by notifying my financial institution at least 5 days before my account is charged.

(Name – Please Print)

(Telephone)

(Address – Please Print)

(Email Address)

(Name of Financial Institution)

(Branch)

(City)

(State)

(Zip Code)

(Routing Number - Financial Institution)

Checking **or** Savings

(Please Circle One)

(Account Number - Financial Institution)

(Signature)

(Date)

****Please attach a VOIDED CHECK to this form****
*****Please make a copy of this form for your records*****