



112 First Street South · Shelby, MT 59474
Telephone: (406) 434-5222 · FAX: (406) 434-2039
www.shelbymt.com

City of Shelby Utility Customer,

The City of Shelby has implemented a couple of programs whereby a customer may choose to have their monthly water/sewer/garbage utility bill automatically debited from their bank account and their utility bill e-mailed to them. The guidelines for the programs are as follows:

- Bills are sent out by the 1st of each month.
- Any disputes or questions regarding the bill need to be addressed to the City of Shelby by the 15th of each month or the next available working day.
- On the 20th of each month, or the next available working day, and if there is no change in billing status or amount, your bank account will be debited for the amount shown on your bill.
- Any changes will require completion of a new authorization form.
- Any account that does not have the required funds available will be charged a \$25.00 NSF fee, plus any additional bank fees by the City of Shelby.
- You can also sign up for paperless billing by having your utility bill e-mailed to you. Just fill in your e-mail address on the form below. Leave blank if you don't want this option.

To sign up for the automatic debit program, complete the attached form and return it to:
City of Shelby - 112 1st St S - Shelby, MT 59474

ELECTRONIC FUND TRANSFER PAYMENT-AUTHORIZATION FORM

This is my (our) authorization of my (our) bank, named below, to deduct from my (our) account as identified below and pay to the City of Shelby the amount of my monthly utility service bill. This authorization will remain in effect until written notice of cancellation is received either by my (our) bank or by the City of Shelby.

NAME: _____ (as it appears on your bank account)

Bank Name: _____ Circle One: Checking or Savings

Routing No: _____ Account No: _____

Signature: _____ Date: _____
as you sign your checks

e-mail address: _____ for paperless billing

You may also attach a blank, voided check so we can verify the necessary routing and account numbers.

FOR OFFICE USE ONLY:

Account Number: _____ Date Changed: _____ Initials: _____