



SIoux FALLS, SOUTH DAKOTA PUBLIC WORKS – UTILITY BILLING ACH RECURRING PAYMENT AUTHORIZATION FORM

Thank you for your interest in our automatic debit program for your Sioux Falls Water/Sewer or Electric bill. To initiate this program, we will need the information indicated on the form below. Also a voided check encoded with both your bank’s routing number and account number or a bank letter (on bank letterhead) certifying the bank account name and account number **must be provided** in order to process the application. If the name on the utility account is not the same as the person signing the application, please have the utility account owner submit a signed letter giving authorization.

Businesses, garden clubs, homeowners associations or similar type accounts/applications: If a **business check** is submitted with the application, and **the name of the person signing the application is not printed on the check**, please include a letter, on the **bank letterhead**, stating that this person is an authorized signer on that bank account. For the security identification portion of the application, you may use your tax identification number (TIN).

NOTICE: Any outstanding balance will not be drafted until the next billing cycle; customers with an outstanding balance will need to use another method of payment until you receive a bill indicating that an automatic debit payment has been scheduled.

You will continue to receive your regular bills. Once automatic debit is active, your bill will have a message on it indicating that you are scheduled for automatic debit on the due date printed on that bill. If there is no message on the bill, you should pay the bill as you have in the past. A fee of \$20.00 will be charged for any debit that is returned, unpaid, by your bank.

For any questions about your bill, please call (605) 367-8131 prior to the due date.

Avoid the excess paperwork and save time by using our self-service portal to enroll in ACH autopay online. Simply create your account at onemeter.siouxfalls.gov to start and manage your ACH payments.



Take your OneMeter experience mobile with the best-in-class app MyMeter available for download in the Google Play and Apple App stores. Monitor usage, set alerts and pay bills from your mobile device.

Please fill out the information below and return it to the address:

Sioux Falls Utilities, 224 West Ninth Street, PO Box 7401, Sioux Falls, SD, 57117-7401

Please be sure to include a voided check with encoded account numbers in the return envelope provided.

Automatic Pre-Authorized Debit Withdrawal for Sioux Falls Water/Sewer or Electric Billing

New Enrollment Change in Financial Institution

Customer Number: _____ Name: _____

Daytime Phone Number: _____ Email: _____

Service Address: _____

Bank or Financial Institution: _____

Bank Account Number: _____ Routing Number: _____

Name Assigned to Bank Account Number: _____

Security Identification (TIN or last four-digits of your SSN#): _____

Signature: _____ Date: _____

I authorize Sioux Falls Utilities and the bank of financial institution indicated above to automatically debit my account for payment of water or electric billing for the indicated account. I agree that in no event shall Sioux Falls Utilities or the financial institution be liable for indirectly or consequential monetary damage resulting from authorized automatic debit transactions. This authority agreement will remain in effect until I cancel in writing, and I agree to notify Sioux Falls Utilities in writing of any changes in my account information or termination of this agreement.