



600 E. 1st St. • PO Box 128
Tea, South Dakota 57064
(605) 498-5191 p • (605) 498-5665 f
cityoftea2@iw.net email

The City of Tea now offers residents the opportunity to pay their water/sewer utility bills by way of direct withdrawal from their bank account. Payments will be withdrawn from accounts on the due date of your monthly billing statement, typically the 20th of the month. You will continue to receive a City utility billing statement allowing you time to contact the City with any questions before your payment is processed. To enroll, please complete this form, attach a VOIDED check and return it to City of Tea, PO Box 128, 600 E. 1st St., Tea, SD 57064. If you have any questions, please contact City Hall at (605) 498-5191.

Water & Sewer Billing

Checking/Savings Account Recurring Debit Authorization Form

I (we) hereby authorize the City of Tea, hereinafter called COMPANY, to initiate debit entries to my (our) account indicated below and the financial institution named below, hereinafter called FINANCIAL INSTITUTION for payment. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with provisions of U.S law. I also understand that if my payment is denied by my financial institution, it is my responsibility to pay my utility bill prior to the due date or I will be subject to all late fees associated with a delinquent bill.

Automatic Payment Start Date: _____

Customer Name: _____
As it appears on City utility bill.

Street Address of Service: _____

Phone: _____ Email Address: _____

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and manner as to afford COMPANY and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

Signature: _____ Date: _____

Financial Institution Name/Branch: _____

Address: _____ City/State: _____ Zip: _____

Routing Number: _____ Account Number: _____

Type of Account: Checking Savings

ATTACH VOIDED CHECK HERE