



CITY OF EAU CLAIRE PARKING RAMP

DIRECT PAYMENT & CONTRACT AGREEMENT FORM

THREE EASY STEPS

1. Complete the form below.
2. Attach a voided check or savings deposit slip to your completed form.
3. Submit your completed form using one of the following three ways:
 - Email your form to: engineering@eauclairewi.gov.
 - Mail your form via postal mail to: Engineering Dept., City of Eau Claire, PO Box 5148, Eau Claire, WI 54702.
 - Return your form in person to: Engineering Department, City Hall, 203 S. Farwell St., Eau Claire, WI.

RAMP RULES:

1. Ramp Pass is nontransferable.
2. City of Eau Claire is not responsible for theft or damage to vehicles or their contents.
3. No smoking or skateboarding in the ramp or stairwells.
4. Ramp pass must be returned to the City of Eau Claire upon termination of the contract. Fee for lost or non-returned card is \$10.00.

YOUR FINANCIAL RESPONSIBILITIES ARE AS FOLLOWS:

Payment Date & Amount – The date this amount will be transferred from your bank account will be the **2nd of each month** or the next business day thereafter. The amount will show on your bank statement.

Availability of Funds – You are responsible for having enough money in the account you designated on the payment date. As with checks returned for non-sufficient funds (NSF), there is an NSF charge on all returned automatic payments for NSF. The NSF fee is based on the City's current Fees and Licenses Schedule.

Account/Address Changes – Notify the City of Eau Claire of any account or address changes as soon as possible. You are responsible for any rejected payment fees due to an account or address change.

Stop Payments – Stop payments can be issued up to three days prior to the next withdrawal date of each month. As with checks, you are responsible for any charges associated with the stop payment. You may be required to provide written confirmation of the stop payment to your financial institution.

Termination – Your service will remain in effect unless we receive written notice from you three days prior to the next withdrawal date or until your service is terminated. Additionally, you must provide the same notice if you have closed your bank account. **No refunds will be issued for late notice.** The City may terminate service if payment is not made in full on the 2nd of each month or the next business day thereafter.

Record of Payment – Your monthly bank statement will indicate the amount and date of your automatic transfer. Retain this record as proof of payment for future reference. If a question arises regarding your transfer or if the amount differs, you must notify us and your financial institution within 60 days of the date of the questioned statement. Your financial institution will advise you of rights concerning an error.

P AUTHORIZATION/CONTRACT FORM FOR: Farwell/Gibson Ramp *or* North Barstow Ramp P

CUSTOMER NAME _____

ADDRESS _____

DAYTIME PHONE _____ CELL PHONE _____

EMAIL ADDRESS _____

VEHICLE(S) PLATE # _____ STATE _____

FINANCIAL INSTITUTION'S NAME _____ CITY, STATE _____

CHECKING ACCOUNT INFORMATION

BANK ROUTING NUMBER _____ ACCOUNT # _____

I authorize the City of Eau Claire to initiate entries to my (our) account as described above. This authority is to remain in full force and effect until the City has received written notification from me of its termination in such time and manner as to afford the City a reasonable opportunity to act on it.

I HAVE READ, UNDERSTAND & AGREE TO THE ABOVE TERMS AND CONDITIONS.

SIGNATURE _____ DATE _____

INTERNAL USE ONLY
Card ID # _____