

City of Belton

Automated Bill Pay

Save time, postage, and checks by signing up for your water and sewer bill to be drafted straight from your checking or savings account. You will still receive your monthly statement detailing your usage and charges. To get started on saving time today, just fill out the Bank Draft Authorization Form, attach a voided check, and return it to Belton City Hall. If you have any questions, please contact our customer service department at 816-331-4331.

Here's how it works:

Your pre-authorized payment will be debited directly to your checking or savings account of your choosing for the exact amount of your monthly utility bill. **The draft will be processed three days before the bill due date to insure correct processing.**

You will still receive your monthly statement detailing your usage and charges. A message will appear on your utility bill stating "Bank Draft – Do Not Pay", when your automatic bill pay service is active.

Mail or bring in the Bank Draft Authorization form along with a voided check or savings withdrawal slip to our office, 506 Main Street, Attention: Utility Billing, Belton, MO 64012. Please include a daytime phone number in case we need to contact you.

The first bill after you submit your Bank Draft Authorization form will be "prenoted" for confirmation verification, you will still need to pay this bill. Your 2nd bill will be automated. Please check your utility bill monthly for the bank draft processing message to insure the payment is being processed.

If at any time you wish to stop this draft from being processed, we will need written authorization 15 days prior to normal bill date to revoke this pre-authorized payment. Additionally, if you close your bank account for any reason, we will need written notification of the change. Please note that if you close your bank account without notifying the utility department in writing, a Non-Sufficient Funds (NSF) fee of \$20.00 will be charged, plus a \$35.00 service fee and disconnection of service.

If you have any questions, please feel free to call our customer service number (816) 331-4331 between the hours of 8:30 am and 5:15 pm Monday through Friday.