

Village of Reedsville Direct Payment Form

Starting November 20, 2008 we are pleased to offer you a new service – the Direct Payment Plan. Now you can have your utility payment deducted automatically from your checking or savings account. And, you won't have to change your present banking relationship to take advantage of this service.

The Direct Payment Plan will help you in several ways:

- It saves time – fewer checks to write.
- Helps meet your commitment in a convenient and timely manner – even if you're on vacation or out of town.
- No lost or misplaced statements, your payment is always on time – it helps maintain good credit.
- It saves postage.
- It's easy to sign up for, easy to cancel.
- No late charges.

Here's how the Direct Payment Plan works:

You authorize regularly scheduled payments to be made from your checking or savings account. Then, just sit back and relax. Your payments will be made automatically on the specified day. And proof of payment will appear with your statement.

The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. If the amount of your payment changes, we will notify you at least 10 days before payment date.

The Direct Payment Plan is dependable, flexible, convenient and easy. To take advantage of this service, complete the attached authorization form and return it to the Village Hall Office.

All you need to do is:

1. Check the box to indicate whether your payment will be deducted from your checking or savings account.
2. Fill in the date, your name and financial institution information.
3. Attach a voided check for verification of all financial institution information. If you are unable to attach the voided check, please fill in your account number and routing number.

NOTE: Forms received after the 5th of the month will not be processed until the following month. If you are submitting this form after the 5th, please include your monthly payment with this form!

AUTHORIZATION FOR DIRECT PAYMENT

I authorize *the Village of Reedsville* to initiate electronic debit entries to my:

- checking account savings account

for payment of services. I understand I will receive a notice if the amount changes. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in writing.

Staple Voided Check Here

Date

Name (Please Print)

Financial Institution Name (Please Print)

Financial Institution City and State

Account Number at Financial Institution

Financial Institution Routing/Transit Number (ABA)

Signature of Authorized Signer

PLEASE KEEP A COPY OF THE AUTHORIZATION FOR YOUR RECORDS

**Return Completed forms to:
Village of Reedsville
217 Menasha St
Reedsville WI 54230**