

## VILLAGE OF LUXEMBURG UTILITY BILL DIRECT PAYMENT AUTHORIZATION

We are pleased to provide our residents with the convenience of a direct payment plan for payment of your monthly water bill. You can have your payment deducted automatically from your checking or savings account.

### Direct Payment Plan Offers:

- Time savings – fewer checks to write, mail or deliver
- Convenience – bills get paid even if you're out of town
- Good Credit Building – payment is always on time
- Additional savings – no postage, fewer checks to purchase
- Easy – easy to sign up, easy to cancel
- No late fees

### How it Works:

- Complete and return the attached authorization form.
- Your monthly water bill will be mailed to you with an indication that the payment is scheduled for electronic ACH payment
- The payment of your water bill will be made automatically on the 20<sup>th</sup> of each month. Proof of payment appears on your banking statement.
- Authority to charge your bank account remains in effect until you notify us in writing to terminate the service.
- Direct payment is dependable, flexible, convenient and easy.

### Completing the Form:

- Please print clearly and legibly.
- Attach a voided check for verification of all financial information, or carefully print your complete account number and bank routing number.
- ***Be sure to sign the form.***

### Return the form to our office:

- Mail to Village of Luxemburg, PO Box 307, Luxemburg, WI 54217 - or
- Fax to 920-845-2902 - or
- Email to [clerktreasurer@luxemburgusa.com](mailto:clerktreasurer@luxemburgusa.com) - or
- Drop off the form in person. Our office hours are 7:45 AM to 4:15 PM. After hours, place the form in the outside drop box.
- If you have any questions, please contact us at 920-845-2722
- **The completed form must be received in our office before the 10<sup>th</sup> day of the month in which the payment will be withdrawn.**

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See next page for authorization form

**VILLAGE OF LUXEMBURG  
AUTHORIZATION PAYMENT AUTHORIZATION**

Please check the appropriate box below:

New Signup

Change Banking Information

**Utility Account Information**

The undersigned customer of Luxemburg Public Utility hereby authorizes Luxemburg Public Utility to automatically deduct amounts due under the following agreement for the purpose of paying the monthly water and sewer bill.

Date: \_\_\_\_\_ Customer Account #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Customer Name(s): \_\_\_\_\_

Customer Email: \_\_\_\_\_

Customer Address: \_\_\_\_\_

Service Address (if different): \_\_\_\_\_

**Payment Information:**

Automatic Payment will be drawn on the 20<sup>th</sup> of the month. \*(This is the normal due date of the bill). If the 20<sup>th</sup> of the month falls on a weekend or a Federal holiday, the funds will be drawn on the next business day.

NOTE: Payments amounts will vary each month. Customer will be mailed their bill with a notification on the bill that it will be paid by electronic ACH.

**Deposit Account Information:**

Deductions shall be made from the following deposit account:

Bank Name: \_\_\_\_\_ Routing #: \_\_\_\_\_

Account #: \_\_\_\_\_

Type of Account:  Personal Checking  Personal Savings

Business Checking  Business Savings

**\*\*PLEASE ATTACH A VOIDED CHECK\*\***

The undersigned account holder agrees to maintain sufficient funds in the referenced deposit account to pay the full amount of bill on the date it is due. Account holder will be responsible for all fees charged by their financial institution for insufficient funds. Furthermore, account holder will be responsible for the NSF fee charged by the Utility's financial institution, which is currently \$10.00.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Information provided on this form will be solely for purposes of processing payments on utility customer's account and for no other purpose. Currently, there is no charge for this service to customers. If the Utility's financial institution changes their policy and assesses a fee for this service, Public Service Commission rules require the utility to pass these fees on to the customer. Written notice will be provided to the customer prior to assessing any processing fees. The customer can opt of the automatic payment program at any time.