



Village of  
**BELLEVILLE**

## WATER/SEWER UTILITY DIRECT PAY ENROLLMENT FORM

Belleville Utilities offers Direct Payment at **NO CHARGE** for water/sewer bills. Please complete the information below and return to the Village Office, 24 W. Main Steet, PO Box 79, Belleville, WI 53508. **Payments will be processed from your bank account on or around the 20<sup>th</sup> of EACH MONTH.**

**Benefits of Direct Payment:**

- Saves time and money – no check to write, no postage, no trip to the post office.
- Payment is always on time; even if you are out of town. No late charges.
- No lost or misplaced water utility bills.
- It is easy to sign up for and can easily be cancelled.
- Your proof of payment will appear on your bank statement

**Utility Account Information**

Customer Name (as it appears on your account) \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Account Number: \_\_\_\_\_ Service Address: \_\_\_\_\_

**Financial Institution Information**

Name of Financial Institution: \_\_\_\_\_ Branch: \_\_\_\_\_

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

Checking ~ OR ~  Savings

Personal Account ~ OR ~  Business Account

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

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

**ATTACH A VOIDED CHECK** or other proof of account number and bank routing number. **NOTE:** If you fill in the form by hand and don't attach a voided check or other proof of account number and bank routing number, and the information is incorrect, you may be responsible for a "returned payment fee" (same as a non-sufficient funds fee) if the bank rejects the payment request due to incorrect account information.

**Terms of Agreement**

Customers of the Village of Belleville Utilities by signing the Direct Pay Enrollment form agree to the following Terms and Agreement. You authorize the Village of Belleville Utilities to automatically debit the account listed for your monthly utility services. You understand that this preauthorized payment will continue each month for the amount due the Village of Belleville Utilities. A customer using the automatic payment system is responsible for maintaining sufficient funds in the customer's deposit account on the dates on which payments are drawn. Any customer having insufficient funds in the customer's deposit account or closed account twice within a six-month period shall be disqualified from using the automatic payment system for the subsequent twelve (12) month period. During this period, the account must be paid by cash or certified funds. The account holder is responsible for all fees charged by their financial institute for insufficient funds. The account holder will be charged \$25.00 by Belleville Utilities for returned payments due to insufficient funds or closed accounts.

The information provided on this form will be used solely for purposes of processing payments on utility customers account and for no other purpose. Currently **THERE IS NO CHARGE TO OUR CUSTOMERS FOR THIS SERVICE.** 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 on these fees onto the customer. Written notice will be provided to the customer prior to assessing any processing fees. The customer may revoke the preauthorized payment plan at any time with thirty (30) days written notice to Belleville Utilities.

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

\*\*\*\*\***FOR OFFICE USE ONLY**\*\*\*\*\*

Date Received: \_\_\_/\_\_\_/\_\_\_ Date Entered: \_\_\_/\_\_\_/\_\_\_ Acct #: \_\_\_\_\_ Initials: \_\_\_\_\_