



# VILLAGE OF GREENDALE



6500 NORTHWAY  
P.O. BOX 257  
GREENDALE, WI 53129-0257  
414-423-2100  
FAX 414-423-2107

Dear Water and Sewer Utility Customer:

We are pleased to announce that the Village is now offering the option of automatic payment of Water and Sewer Utility bills. Residents have the option of having the Village deduct their Water and Sewer Utility payments directly from the bank of their choice.

By paying your Water and Sewer Utility bill each quarter through the automatic payment plan, you will:

- Save the cost of checks, stamps and envelopes.
- Avoid late payments.
- Assure that payments are made even when you are out of town.
- Save the time spent writing and mailing a check. No running to the post office.

## HOW IT WORKS

You will continue to receive your quarterly Water and Sewer Utility bill; however, the bill will indicate that you are participating in the automatic payment plan.

Your quarterly Water and Sewer Utility payment is automatically deducted from your checking or savings account on the due date indicated on the bill.

The payment amount will show on your checking or savings bank account statement.

## HOW TO SIGN UP

1. Fill out and sign the application on the back of this letter.
2. Provide the financial institution information for your savings or checking account.
3. Mail the application and a voided check to the Village of Greendale at PO Box 257 Greendale, WI 53129.
4. Continue to pay your Water and Sewer Utility bill in person or by mail in the normal manner until the bill you receive indicates that you are participating in the automatic payment plan.

We encourage you to contact your financial institution to verify the correct bank routing number and depositor account number. Also, please note that you are responsible for reporting changes in your bank account numbers or banks that could affect the payments. Late charges will be applied if payments are not received on the due date because of insufficient funds in the account or an unreported change in financial institution.

Sincerely,

Greendale Water and Sewer Utility

**VILLAGE OF GREENDALE**

**AUTOMATIC PAYMENT PLAN AUTHORIZATION**

<b>Enrollee to Complete All Applicable Items</b>	
Last Name, First Name	Telephone Number
Address <span style="float: right;">City <span style="margin-left: 100px;">State</span> <span style="margin-left: 50px;">Zip</span></span>	
I am authorizing _ (check one) <input type="checkbox"/> Automatic payment plan, initial enrollment for payment of Water and Sewer Utility bills Account # _____ <input type="checkbox"/> A change in financial institution/account <input type="checkbox"/> Termination of automatic payment plan	
<b>FINANCIAL INSTITUTION</b>	
<b>It is suggested that the enrollee contact their financial institution for assistance in supplying the following information.</b>	
Name of Financial Institution	Circle One: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>Checking Account</span> <span>Savings Account</span> </div>
City <span style="margin-left: 100px;">State</span> <span style="margin-left: 50px;">Zip</span>	Depositor Account Number
Transit/Routing Number  _____	Depositor Account Title
<b>Authorization</b>  I authorize and request the Village of Greendale to instruct my financial institution to deduct my payments from my checking or savings account; and to initiate, if necessary, credit entries and adjustments for any debit entries in error to my account. I understand that the financial institution designated or the Village of Greendale reserves the right to cancel this agreement by notice to me. I further understand that it is my responsibility to notify the Village of any changes in financial institution or accounts therein which could affect the Village's ability to satisfy this automatic payment authorization.	
Signature	Date