



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 to the Village at 6500 Northway, Greendale, WI 53129.
4. Upon receipt of the application, the Village will return a copy of it to you along with an acknowledgement letter.
5. **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

