



Phone: 262-878-1818
Fax: 262-878-3782

925 15TH Avenue
Union Grove, WI 53182

Dear Water and Sewer Utility Customer:

The Village is pleased to announce that we are now offering the **OPTION** of automatic payments for your Water & Sewer Utility bills. You now have the option of having the Village deduct your payment directly from the financial institution of your choice.

By paying your Utility bill each quarter through automatic payments you will:

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

HOW IT WORKS

You will continue to receive your quarterly Utility postcard; however, the postcard will indicate that you are participating in automatic drafting and to not pay. Your quarterly Utility payment will be automatically deducted from your checking or savings account on the due date indicated on the postcard bill.

HOW TO SIGN UP

1. Fill out the application on the back of this letter.
2. Return the completed application as indicated on the bottom of the application.
3. Continue to pay your Utility bill in the manner you normally would until the postcard bill you receive indicates that you are participating in automatic drafting. You will see "AUTOMATIC PAYMENT - DO NOT PAY."

We encourage you to contact your financial institution to verify that you are providing the Village with the correct routing and account numbers needed for the draft to occur. Also please remember that you are responsible for reporting any changes in your banking information that could affect the drafting of your payments. You can do so with the same form you fill out to initially enroll in automatic drafting. Please be advised that late charges and NSF fee's will be applied if payments are not received by the due date because of insufficient funds in the account or an unreported change in your financial institution.

Thank you,
Village of Union Grove

AUTOMATIC PAYMENT DRAFTING AUTHORIZATION

<u>LAST NAME, FIRST NAME</u>	<u>TELEPHONE NUMBER</u>		
<u>ADDRESS</u>	<u>CITY</u>	<u>STATE</u>	<u>ZIP</u>
<input type="checkbox"/> Initial Enrollment (Utility Account # _____) - Fill out the Financial Institution Section below - Sign, Date & Return			
<input type="checkbox"/> Financial Institution Change - Fill out the Financial Institution Section below - Sign, Date & Return			
<input type="checkbox"/> Termination (Utility Account # _____)			

FINANCIAL INSTITUTION INFORMATION			
<u>NAME</u>	<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS		
<u>ADDRESS</u>	<u>CITY</u>	<u>STATE</u>	<u>ZIP</u>
<u>TRANSIT/ROUTING NUMBER</u>	<u>ACCOUNT NUMBER</u>		

I authorize and request the Village of Union Grove 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 Union Grove reserves the right to cancel this agreement by notice to me. I further understand that it is my responsibility to notify the Village of Union Grove of any changes in my financial institution or accounts therein which could affect the Village's ability to satisfy this automatic payment authorization.

SIGNATURE _____ DATE _____

Return to Village Hall by:

Faxing: 262-878-3782, *Emailing:* kbennett@uniongrove.net, *Mailing or in person* (925 15th Ave Union Grove, WI 53182)