



Hey Folks,

We offer an Electronic Direct Payment Plan option. Payments will be processed quarterly in the months of January, April, July and October. You may choose to make your payment on either the 5th or the 20th day of those months. You will continue receiving a sewer fee statement to file with your records.

In order to activate the withdrawal, the authorization form (located on the back) must be returned to the Village Office. If you have any questions, please give me a call.

Trisha Wrycza-Clerk/Treasurer Office Phone: 715-677-4510

Direct Payment Authorization Form: Fixed Payments

We are pleased to offer you a new service, the Direct Payment Plan. Now you can have your payment deducted automatically from your checking or savings account. And, you won't have to change your present banking relationship to take advantage of the service.

The Direct Payment Plan will help you in several ways.

- It saves time – fewer checks to write and mail.
- Helps pay your bills in a convenient and timely manner – even if you're on vacation or out of town.
- Your payment is always on time –it helps maintain good credit.
- It saves postage - many people spend close to \$100 a year on postage.
- It's easy to sign up, easy to cancel.
- No late charges.

Here's how the Direct Payment Plan works:

You authorize regular scheduled payments to be made from your checking or savings account. Then just sit back and relax. Your payments will be made automatically on the specified day. And proof of payment will appear on your statement.

The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. If the amount of your payment changes, we will notify you at least 10 days before payment date. The direct Payment Plan is dependable, flexible, convenient and easy. To take advantage of this service, complete the attached authorization form and return it to us

All you need to do is:

1. Mark the box for account type to indicate whether your payment will be deducted from your checking or savings account.
2. Fill in your name, financial institution name, and date of payment.
3. **Attach a voided check** for verification of all financial institution information. If you are unable to attach the voided check, please fill in your account number and routing number.

NOTE: Be sure to sign the form!

Direct Payment Authorization Form

Village of Rosholt

Please complete the information below and return to the Village Office.

I/We (name(s)) _____ / _____

authorize **Village of Rosholt** to initiate electronic debit entries to my:

checking account _____ (or) savings account _____

for a quarterly payment in January, April, July and October.

Date of Payment: 5th day _____ 20th day _____

FINANCIAL INSTITUTION NAME (PLEASE PRINT) _____

FINANCIAL INSTITUTION ROUTING NUMBER _____

ACCOUNT NUMBER AT FINANCIAL INSTITUTION _____

(If possible, please attach a VOIDED check)

I understand that if funds are not available in my account, the transaction will be processed as non-sufficient funds and all applicable fees will be added to my next sewer bill.

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. **This authority will remain in effect until I have cancelled it in writing.**

DATE _____ SIGNATURE _____

SIGNATURE _____

Cancellation:

I authorize cancellation of the auto deduct quarterly sewer payment.

DATE _____ SIGNATURE _____