



# ACH PAYMENT FORM

We are pleased to offer you a convenient and easy way to pay your sewer utility bill. With the Direct Payment Plan you can have your payment made automatically from your checking or savings account at your current financial institution.

### How the Direct Payment Plan works:

You authorize regularly scheduled payments to be made from your checking or savings account. Your payment will be made automatically the day after the scheduled due date. Proof of payment will appear on your bank statement. Having the Direct Payment Plan eliminates unwanted late fees. To take advantage of this service, complete the attached authorization form and return it to us with a voided check from your checking account or a letter from your financial institution for withdrawal from your savings account.

**\*\*\*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 THE PAYMENT DATE.**

\*\*\*\*\*

I authorize **THE VILLAGE OF MT. PLEASANT** and the financial institution named below to initiate entries to my checking/savings account. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying my financial institution three (3) days before my account is charged.

**PLEASE ATTACH A VOIDED CHECK FOR CHECKING or LETTER FOR SAVINGS**

Mail to: Mt. Pleasant Sewer Utility, 8811 Campus Drive, Mount Pleasant, WI 53406

\_\_\_\_\_  
(NAME OF FINANCIAL INSTITUTION)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(NAME – PLEASE PRINT)

\_\_\_\_\_  
(ADDRESS – PLEASE PRINT)

\_\_\_\_\_  
(PHONE NUMBER - IN CASE OF ANY QUESTIONS)

\_\_\_\_\_  
(DATE TO START DIRECT PAYMENT PLAN)

BANK ACCOUNT NO. \_\_\_\_\_

CHECKING \_\_\_\_\_ SAVINGS \_\_\_\_\_

FINANCIAL INSTITUTION ROUTING NUMBER \_\_\_\_\_

(Between these symbols | : | : on the bottom left of your check)

NAME	0123
ADDRESS	01-2345/6789
CITY, STATE ZIP	
DATE	
PAY TO THE ORDER OF	\$
BANK NAME	DOLLARS
ADDRESS	
CITY, STATE ZIP	
FOR	
⑆ 0 234 5678 ⑆	0 234 5678 90 23 ⑆
Bank Routing Number	Bank Account Number
	Check Number

SEWER UTILITY ACCOUNT NO. \_\_\_\_\_