

Automatic Utility Bill Paying-As Easy As 1-2-3

The Village of Webberville has implemented Automatic Checking Withdrawal payment for utility bills.

The Village strives to offer the best service to you, our customer. Automatic utility bill payment is a means of paying your monthly utility bill with ease and at no cost to you.

Whether you are busy working, going on vacation or just looking to simplify your bill paying, automatic utility bill paying is the right choice for you. This service is offered to all Village customers, residential and business alike.

In addition to payment ease, use of this new system will pay your monthly bill on time, every time. Never incur a late fee again!

Automatic Utility Bill Payment Process

The utility bill you receive at the first of each month will be the amount that is withdrawn from your selected bank checking account. Withdrawals will be made on the 18th day of the same month. If the 18th falls on a weekend or holiday, payment will be taken the next business day.

To begin the Automatic Bill Payment process, simply complete this authorization form and return it to the Village Office.

To end your automatic deduction please put it in writing and submit it to the Village Office via mail, drop off or email to jhord@villageofwebberville.com

Just 3 Easy Steps and It's Free!

- 1) Fill out the authorization form on the back.
- 2) Write "VOID" across the face of one of your personal checks.
- 3) Return the completed Authorization form with your voided check to the Village Office. Each person listed on the account will need to sign the authorization agreement. If you cannot provide a voided check you must have someone from your bank verify and sign your Authorization Form.



Thank you for selecting the automatic bill payment process!

**Village of Webberville
Authorization Agreement for Direct Deposit**

YES

I authorize the Village of Webberville to initiate withdrawals into my (our) account for the amount of my monthly Utility Bill payment. I (we) understand that my (our) automatic payment will be deducted from my (our) checking and/ or savings account at the financial institution below and further authorize them to do so.

Individual or Business Name

Address

Phone

This authority is to remain in effect until the Village of Webberville and the named financial institution has received written notification from me of its termination and in such time that the Village and bank has reasonable opportunity to act on it.

Financial Institution Name

Routing Number Branch

Checking Account Number & Percentage Savings Account # & Percentage

Printed Name (s)

Signature Date

Signature Date

Bank Verification (if no voided check): Name: _____

Signature: _____ Date: _____

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