

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

The Village of Webberville is ready to implement the 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The utility bill you receive at the first of each month will be the amount that is withdrawn from your selected bank checking account.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 18<sup>th</sup> day of the same month. If the 18<sup>th</sup> 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.

### 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. **(We cannot process without a voided check).**



**Thank you for selecting the automatic bill payment process!**



## Authorization Agreement for Pre-Authorized Utility Bill Payment

115 South Main Street · P.O. Box 389 · Webberville, MI 48892 · Ph: 517-521-3984 · Fax: 517-521-3165

Yes

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

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Individual or Business Name

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Address

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Phone

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

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Financial Institution Name

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Branch

Transit/ABA Number

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Checking Account Number

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Printed Name(s)

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Signature

Date

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Signature

Date