



Utility Billing Bank Draft (ACH) Application

Customer Account Information

Name (as it appears on Utility Bill)

Utility Account Number

Service Address

Phone Number

Email Address

Cell Phone

Financial Institution Information

Financial Institution Name

Routing Number (First Nine Digits Along Bottom of Check)

Financial Institution Street Address

Account Number

City, State Zip

Checking Savings
(copy of voided check required)

I (we) hereby understand and acknowledge the following statements:

The amount of my City of Delavan water and sewer bill will vary per billing period based on actual usage and rates. I will continue to receive billing statements reflecting the amount to be withdrawn from the account listed above, and the bill will acknowledge "ACH-DO NOT PAY". Payments will be withdrawn on the due date listed on the monthly bill. If a due date falls on a weekend or bank holiday, the withdrawal will occur on the next business day.

The authorization will remain in full force and effect until the City of Delavan Water and Sewer Department has received written termination of this authorization, which notice must be submitted at least fifteen (15) days prior to the next scheduled payment. The City of Delavan has the right to cancel this agreement and charge a non-sufficient funds fee of \$25.00 if the account listed above does not contain sufficient funds for a scheduled payment.

I (we) authorize the City of Delavan Water and Sewer Department, to initiate debits, and any credits necessary, to my (our) account listed above and the financial institution named above to debit or credit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of US Law.

Print Individual Name

Signature

Date

Print Individual Name

Signature

Date

Please return this form to the City of Delavan, Water and Sewer Department, 123 S Second St., PO Box 465, Delavan WI 53115, fax to 262-728-4566, or email to utilclerk2@ci.delavan.wi.us.

Additional Information About Utility Billing Bank Draft ACH

What are the benefits of Utility Billing Bank Draft ACH? The automated Utility Billing Bank Draft ACH program is a convenient way to pay a utility bill. The City will automatically draft (debit) the amount of your monthly bill from your bank account, and the customer will enjoy the following benefits:

- Service is FREE of charge
- No check to write.
- No postage to pay.
- No more trips to City Hall to pay in person.
- No more late payment fees.

How do I enroll? A copy of the initial application was mailed out with the February 1, 2014 utility bills. Additional copies are available at City Hall or can be found online at ci.delavan.wi.us. Compile the necessary data, complete and sign the application, attach a voided check and return it to:

City of Delavan, Water and Sewer Department
123 S Second St.
PO Box 465
Delavan, WI 53115

Fax: 262-728-4566
Email: utilclerk2@ci.delavan.wi.us

How much does the automated Utility Payment Plan Cost? The City of Delavan Water and Sewer Department does not charge for the Utility Billing Bank Draft ACH. It is FREE. Charges will only be assessed for insufficient funds at \$25.00 per occurrence. The City does reserve the right to change the insufficient service fee from time to time.

When will my account be drafted? The bank account listed on the ACH application will be drafted (debited) on the due date that appears on the utility bill. If the due date falls on a bank holiday or the weekend, the draft (debit) will take place on the next business day.

When will the Utility Billing Bank Draft ACH start? All applications received fifteen (15) days prior to the billing date will be processed for ACH payment. All applicants will receive confirmation of their successful enrollment on the statement. The statement stub will read “ACH-DO NOT PAY” in the Amount Due box. Payment must still be paid by cash, check, or credit card if the message does not appear on the statement stub.

How do I stop the Utility Billing Bank Draft ACH? The customer must notify the City, in writing, to cancel the ACH payment. The City must receive the cancellation notice fifteen (15) days prior to the applicable billing date. Once terminated, the customer will no longer see the “ACH-DO NOT PAY” on the statement stub and will need to pay by cash, check, or credit card. Termination notices may be sent to the same address, fax, or email as the enrollment application.

The City of Delavan Water and Sewer Department is happy to address any questions. Please call us between 7:30 am-4:30 pm Monday –Friday at (262) 728-5585.