



Village of Belleville Water/Sewer Utility Direct Payment Form

Village of Belleville is pleased to offer **Direct Payment Service** for your water utility bill. You can have your payment made automatically from your checking or savings account, at the bank of your choice.

The Direct Payment Service will help you in the following ways:

- Saves time and money – no check to write, no postage, no trip to the post office
- Payment is always on time, even if you are out of town. No late charges.
- No lost or misplaced water utility bills
- It is easy to sign up for, and can easily be cancelled if you choose

Here's how the **Direct Payment Service** works:

Fill out this form to authorize a regularly scheduled monthly payment to be made from your account. We do the work to collect the payment when the water bill is due on the 20th of each month. (If the 20th falls on a holiday or weekend, the payment will be taken out the next business day). Your proof of payment will appear on your bank statement.

Return form to: Village of Belleville, PO Box 79, Belleville, WI 53508, *or* drop off at Village Hall at 24 West Main Street, *or* email to ggervasi@villageofbelleville.com

I authorize the Village of Belleville, Municipal Water Utility to collect payment from my checking/savings account. This authority will remain in effect until I notify Village of Belleville in writing to cancel it in such time as to afford the municipal water utility a reasonable opportunity to act on it. I can stop payment of any entry by notifying my financial institution 3 days before my account is charged.

Name (please print clearly)

Signature

Address

Phone

Complete below or attached a voided check for accuracy in recording account information:

Name of Financial Institution

(Branch)

Financial Institution Routing #
(between |: |: on your check)

Account #

Checking _____ or Savings _____

NOTE: If you fill in the form by hand instead of attaching a voided check, and the information is incorrect, you may be responsible for a "returned payment fee" (same as a non-sufficient funds fee) if the bank rejects the payment request due to incorrect account information.