

# Mineral Point Water & Sewer Department Automatic Payment Authorization



Mineral Point, Wisconsin

Please check The Appropriate Box Below:

New Sign-Up

Change Banking Information

## Utility Account Information

**\*Please return to city hall by the 9<sup>th</sup> of the month to have your water bill deducted for the current month.**

The undersigned customer(s) of Mineral Point Water & Sewer Department hereby authorizes Mineral Point Water & Sewer Department to automatically deduct amounts due under the following agreement for the purpose of paying monthly water, sewer and garbage service charges.

Agreement Date: \_\_\_\_\_

Customer Name (s): \_\_\_\_\_

Customer Address: \_\_\_\_\_

Service Address, if different: \_\_\_\_\_

Customer Account Number: \_\_\_\_\_

## Payment Information:

Automatic Payment will be drawn on the **21<sup>st</sup> of the month** (due date of utility bill)

Note: Payment amounts will vary each month, customer(s) will receive their regular monthly billing notice around the 1<sup>st</sup> of each month. If you do not receive your bill by the 5<sup>th</sup> of the month, contact the Mineral Point Water & Sewer Department immediately @ 608-987-2361.

## Deposit Account Information:

Deductions shall be made from the following deposit account:

Bank Name: \_\_\_\_\_ Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Type of Account:  Personal Checking  Personal Savings

Business Checking  Business Savings

**\*\*Please attach a voided check or a letter from your bank including name, address, account number, and routing number\*\***

The undersigned account holder(s) agrees to maintain sufficient funds in the referenced Deposit Account to pay the full amount of each payment on the date it is due. Account holder(s) will be responsible for all fees charged by their financial institution for insufficient funds.

Dated: \_\_\_\_\_, 20\_\_\_\_

Signature (authorized signer on account)

\_\_\_\_\_

Information provided on this form will be used solely for purposes of processing payments on utility customers account and for no other purpose. Currently, there is no charge for this service to customers. If the Utility's financial institution changes their policy and assesses a fee for this service, Public Service Commission rules require the Utility to pass these fees on to the customer. Written notice will be provided to the customer prior to assessing any processing fees. The customer can opt out of the automatic payment program at any time.