



Village of Germantown
 Utilities Department
 N12 W17001 Mequon Rd.
 P.O. Box 337
 Germantown, WI 53022
 utilities@germantownwi.gov
 Village Hall Hours:
 Monday through Friday
 8:00 am to 4:30 pm

AUTOMATIC PAYMENT PLAN REQUEST

The Village of Germantown offers an Autopay option for your quarterly Utility (Water/Sewer) Bill.

The Automatic Payment Plan offers the following advantages:

- Automatic withdrawal from your checking or savings account
- Time savings – with fewer checks to write
- Avoid late fees through convenient, timely payments
- Savings on postage
- No lost/missed payments

If you wish to implement automatic payments, the Village of Germantown needs your authorization to draw your Utility Bill balance from your checking/savings account on the due date stated on your invoice. This authority will remain in effect until you provide a 30-day notification, in writing, to terminate the authorization; or to request changes to your financial institution and/or account number on record. Note: Please keep us up to date on any changes needed to successfully withdraw your funds. You will be charged a \$20 fee if your financial institution returns your payment (i.e., frozen account, insufficient funds, etc.)

Simply complete and sign this enrollment form and include a voided check (or letter from your financial institution) which provides the name of your financial institution, routing number, and bank account number.

Return via: mail, email, or drop off at the Village Hall. [See above for details.]

You will continue to receive a quarterly Utility Bill, reflecting the amount due. If you are enrolled in the Automatic Payment Plan, simply keep the Utility Bill for your records.

Village of Germantown Automatic Payment Plan Request					
<input type="checkbox"/> ADD <small>(New Authorization)</small>		<input type="checkbox"/> CHANGE <small>(Changes to Financial Institution and/or Account #)</small>		<input type="checkbox"/> DELETE/REMOVE <small>(Cancel future Autopay withdrawals)</small>	
<input type="checkbox"/> CHECKING			<input type="checkbox"/> SAVINGS		
Name:					
Germantown Address:					
Telephone:					
Utility Bill Account Number:					
<p>By signing below, I authorize the Village of Germantown to instruct my financial institution to deduct my Utility Bill payment due from my account. Approximate withdrawal dates are: April 20th, July 20th, October 20th, and January 20th. If at any time I decide to change my financial institution and/or account number, move from this location, or wish to discontinue this payment service, I will notify the Village of Germantown, in writing, 30 days prior to cancellation.</p>					
Signature:				Date:	