

VILLAGE OF SPENCER
WATER/SEWER/GARBAGE/RECYCLING DIRECT PAYMENT

To use this service, you must complete the information below and the form must be signed by the account owner and the owner of the bank account that the payment will be made from (if different). Your full bill amount will be drawn each month from your designated account. The Village of Spencer must be notified, in writing, if there is a bank and/or account change or if you wish to cancel your direct payment – NO LATER THAN THE 11TH OF EACH MONTH.

ALL DIRECT PAYMENTS WILL BE DRAWN ON THE 15TH OF EACH MONTH UNLESS IT FALLS ON A WEEKEND OR HOLIDAY OBSERVED BY THE FEDERAL RESERVE BANK. THE DRAW WILL THEN HAPPEN ON THE NEXT BUSINESS DAY AFTER THE 15TH.

WSGR ACCOUNT # _____

NAME ON WSGR ACCOUNT _____

PHONE # _____

YOUR FINANCIAL INSTITUTION NAME (ex: Partners Bank, Citizens State Bank of Loyal)

BANK ROUTING # _____

BANK ACCOUNT # _____

ACCOUNT TYPE (Check which applies) __CHECKING __SAVINGS __BUSINESS __PERSONAL

NAME(S) ON BANK ACCOUNT IF DIFFERENT THAN WSGR ACCOUNT

I ELECT TO HAVE MY BILL SENT VIA E-MAIL VS. US POSTAL SERVICE (not both)

EMAIL ADDRESS (by completing and signing below you are authorizing this change)

I AUTHORIZE THE VILLAGE OF SPENCER TO INITIATE ENTRIES TO MY CHECKING/SAVINGS ACCOUNT IN THE AMOUNT DUE FOR THE ABOVE WSGR ACCOUNT ON THE 15TH OF EACH MONTH, OR THE NEXT BUSINESS DAY IF THE 15TH FALLS ON THE WEEKEND OR A HOLIDAY OBSERVED BY THE FEDERAL RESERVE BANK.

I UNDERSTAND THAT I WILL BE CHARGED \$25 IF THERE ARE NSF CHARGES DUE TO LACK OF FUNDS OR IF RETURNED DUE TO YOUR ACCOUNT CHANGING WITHOUT NOTIFYING US.

I ACKNOWLEDGE THAT THE ORIGINATION OF ACH TRANSACTIONS TO MY ACCOUNT MUST COMPLY WITH THE PROVISIONS OF U.S. LAW.

THIS AUTHORITY WILL REMAIN IN EFFECT UNTIL I HAVE CANCELLED IT IN WRITING.

Signature

Date

Signature

Date



**AUTOMATIC PAYMENTS ARE NOW AVAILABLE FOR
WATER/SEWER/GARBAGE/RECYCLING BILL PAYMENT!**

You asked, we are delivering! Effective with your WSGR bill that will be sent on March 26th and due April 15th, you will be able to have an automatic payment from your savings or checking with no cost to you. On the reverse side of this insert, you will find an authorization form that explains the date payments will be made, penalties for NSF or for failing to inform us of account changes, and the information required to use this service.

Payment Service Network will remain active for those of you who choose to use a credit card payment or prefer this payment service.

Authorization forms must be in the Village Office NO LATER THAN THE 11TH of the month the draw will happen. Direct payments, for the full amount due, will be made on the 15th of each month unless the 15th falls on a weekend or Holiday observed by the Federal Reserve Bank. The payment will then happen on the next business day after the 15th (example: April 15th is on a Sunday so the payment will be drawn on the 16th).

If you have a bank or account change, or wish to cancel the payment, you must notify the Village Office in writing by completing a change/cancellation form with your signature no later than the 11th of the month in which the change is to take place. We reserve the right to restrict excessive ins and outs of the program. Please note that the bank account holder's signature, if different from the WSGR account holder, is required.

ALSO.... If you would like your bill sent via e-mail vs. US Postal Service, please let us know. We will begin e-mailing bills sent out on April 25th. Authorization for e-mailed bills is included on the Direct Payment form. If you would like to have your bill sent by e-mail but do not wish to have automatic payments, please stop in or contact us for a form. PLEASE NOTE: if you do not receive your bill either by mail or e-mail, don't hesitate to contact the Village Office. They are still due and payable.

IF YOU HAVE ANY QUESTIONS, please contact Paul at clerk@vil.spencer.wi.us or Deb at deputyclerk@vil.spencer.wi.us or at 715-659-5423.