

# Town of Schererville Utilities Auto-Withdrawal Application

Work lots of hours? Busy with the kids? Out of town often? Auto-Withdrawal is a great option!!

- No Late Fees-No worries of forgetting to pay the bill
  - \* Payment is withdrawn automatically from your specified checking account on the due date. (24<sup>th</sup> of every month or the next business day if the 24<sup>th</sup> is a weekend or holiday)
- Hassle Free – No more writing checks – No need to call and make a payment on the phone – No stamps needed – No running to Town Hall to make a payment!
- You will receive your water bill as usual so you know what the monthly charges are. It will be marked with the following:  
**DIRECT WITHDRAWAL – DO NOT SEND PAYMENT**  
\*\*Paperless customers will receive invoices via email until the invoice is paid on the 24<sup>th</sup>. \*\*
- Safe and secure – Your bank information is securely maintained
- **Sign up now for Auto-Withdrawal by completing the application below, attaching a cancelled or voided check from your selected bank account and returning it to: Town of Schererville Utilities, 10 E. Joliet Street, Schererville, IN 46375**

## Provisions for Auto-Withdrawal

- **Availability of Funds:** You are responsible for having enough money in the indicated account on the payment date. You will be charged the same as if a paper check “bounced” should your payment be returned with insufficient funds (\$20.00). In addition, your Auto-Withdrawal service may be cancelled if two payments are returned in a 12-month period.
- **Termination:** This authorization will remain in effect until we receive written notice from you 30 days before the cancellation date or until your final utility bill is paid.
- **Bank Account/Address Change:** You are required to notify us of any account or address changes. You are responsible for submitting a new application when a bank account or address change occurs. Failure to do so may result in a returned payment.
- **Submitting this application sets your account up for auto-withdrawal through a checking account only through our office. Do not sign up for auto-pay through Invoice Cloud (Icloud) online unless you cancel this auto-withdrawal program first.**

## AUTHORIZATION APPLICATION FOR AUTO-WITHDRAWAL

Town of Schererville Utilities Account # \_\_\_\_\_, Sprinkling Meter # \_\_\_\_\_

I authorize Town of Schererville Utilities and the financial institution listed below to transfer (debit) money from the indicated bank account for the payment of my Town of Schererville Utilities bill. I will continue to pay my bill until I am notified on my bill that **AUTO-WITHDRAWAL** has started.

Customer Name (Your name as it appears on the check must match the utility bill.): \_\_\_\_\_

Service Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Financial Institution Name: \_\_\_\_\_

**If you would like to go paperless and receive your statement via email, please enter your email address:** \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_