

Town of Schererville Utilities

Auto-Withdrawal

Work lots of hours? Busy with the kids? Out of town often?

- Here's what you need to know:

- No worries of forgetting to pay the water bill
- No Late Fees
 - * Payment is withdrawn automatically on due date from your specified checking account (24th of every month)
- Hassle Free ó No more writing checks ó No need to call and make a payment on the phone ó No stamps needed ó 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 or opt to go PAPERLESS. It will be marked with the following: **DIRECT WITHDRAWAL – DO NOT SEND PAYMENT**
- Safe and secure ó 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 utility service has been terminated.
- **Bank Account/Address Change:** You are required to notify us of any account or address changes to ensure timely payments. You are responsible for submitting a new application when a bank account or address change occurs.

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.

Want to go PAPERLESS? Receive your utility bills in your e-mail! Check box:

E-mail Address: _____

Customer Name (as on bill): _____

Service Address: _____

Mailing Address: _____ Phone No.: _____

Financial Institution Name & Address: _____

Date: _____ Signature: _____