

**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 MAY 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