

DIRECT BILL PAYMENT

Effective the first quarter of 2010

Take advantage of the **FREE DIRECT BILL PAYMENT SERVICE** we are offering at the City of Schofield Utilities. You can have your utility bill electronically paid from any bank, savings & loan or credit union account. Sign up today to start enjoying these benefits:

***No check to write.**

***No postage to pay.**

***No more late payment charges.**

***No matter where you are your bill will be paid.**

The due date that appears on your bill is the date the funds are withdrawn from your account.

To sign up for the City of Schofield Utilities Direct Bill Payment Option service, please fill out the attached form, and along with a **CHECK OR SAVINGS DEPOSIT SLIP** marked "**VOID**", drop off or mail it to the City of Schofield Utilities address found on the form. If you have any questions, please contact us at 715-359-5230.

(Clip and return bottom half)

Application for Electronic Payment

Please clip out and return this electronic transfer authorization agreement.

Mail this completed form along with a check or savings deposit slip marked "Void" to:

City of Schofield Utilities
200 Park Street
Schofield, WI 54476

Name on City of Schofield Utilities Bill (please print)

Account Number

Customer Address

Telephone Number

Name of Financial Institution

Telephone Number

Address of Financial Institution

Routing Number

Name of Bank Account Holder

Account Number

I hereby authorize the financial institution named to charge my:

Checking Account

Savings Account

Authorized Signature

Date

Terms of agreement on reverse side

Terms of Agreement
City of Schofield Utilities
Direct Bill Payment Option

Customers of the City of Schofield Utilities by signing the **Direct Bill Payment Option** form agree to the following **Terms of Agreement**.

I authorize the City of Schofield Utilities to automatically debit the account listed for my quarterly utility services. I understand that this preauthorized payment will continue each quarter for the amount due to the City of Schofield Utilities. I may revoke the preauthorized payment plan at any time with fifteen (15) days written notice to:

City of Schofield Utilities
200 Park Street
Schofield, WI 54476

I also understand that I am responsible for ensuring that the necessary funds are available at the time the preauthorized payment occurs. I will continue to be responsible for the utility payment should anything prohibit the electronic withdrawal of funds, including properly assessed late fees. If I have two (2) returns for insufficient funds in a 12-month period, the City of Schofield Utilities has the right to remove me from the Direct Bill Payment Service. Please contact the City of Schofield Utilities should you have problems or questions about your bill at 715-359-5230.