



DIRECT BILL PAYMENT

Take advantage of the **FREE DIRECT BILL PAYMENT SERVICE** we offer through the City of Schofield Utility. 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 late payment charges**

***No matter where you are the 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The due date that appears on your bill is the date the funds are withdrawn from your account.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 Utility 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 Utility 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

Mail this completed form along with a check or savings deposit slip marked "Void" to:
City of Schofield Utility
200 Park Street
Schofield, WI 54476

Name on City of Schofield Utility 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 Utility
Direct Bill Payment Option

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

I authorize the City of Schofield Utility 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 Utility. I may revoke the preauthorized payment plan at any time with fifteen (15) days written notice to:

City of Schofield Utility
200 Park Street
Schofield, WI 54476
Or email: lquinn@cityofschofield.org

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 Utility has the right to remove me from the Direct Bill Payment Service. Please contact the City of Schofield Utility should you have problems or questions about your bill at 715-359-5230.

Note: Direct Bill Payment option is not available for a final bill.