



Building our Future,  
Honoring our Past

104 Peter Thein Ave  
Belgium, WI 53004  
(262) 285-7931

## Authorization of Automatic Payment Withdrawal for Utility Bills

### Customer Information – Please Print

Name(s) on Acct: \_\_\_\_\_

\_\_\_\_\_

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

Telephone#: \_\_\_\_\_

Utility Acct#: \_\_\_\_\_

**Check one:**  Full balance due (Quarterly)

Budget Amount (Monthly) \$ \_\_\_\_\_

### INSTRUCTIONS:

1. Read Automatic Payment Terms & Conditions on reverse of this form.
2. Please complete information in all sections on this page.
3. Sign and date form.
4. Return completed form to Village of Belgium  
104 Peter Thein Ave Belgium, WI 53004
5. Please keep a copy of this document for your records.

### Financial Institution and Payment Account Information - See Terms & Conditions on back of form

\_\_\_\_\_  
*Name(s) list on Financial Institution Account*

\_\_\_\_\_  
*Financial Institution Name*

\_\_\_\_\_  
*Financial Institution Address*

\_\_\_\_\_  
*Financial Institution Phone#*

\_\_\_\_\_  
*Routing Number*

\_\_\_\_\_  
*Account Number*

**Check one:**  Checking Account – **Please Attach VOIDED check**  Savings Account

### Authorized Account Signers

I hereby authorize the Village of Belgium to initiate entries to my account at the Financial Institution named above, and authorize that Financial Institution to debit my account for those entries. The authority is to remain in full force and effect until the Village of Belgium Utility has received written notification from the authorized account signer(s) at least 30 days in advance of the next scheduled payment. I have the right to stop payment on an individual entry or to have entries corrected by timely notification to my Financial Institution. Village of Belgium Utility also has the right to cancel this agreement by notice to me. I further understand that it is my responsibility to notify the Village of any changes in Financial Institution or accounts therein that could affect the Village's ability to satisfy this automatic payment authorization. I have read and agree to the terms and conditions listed on the back of this form.

\_\_\_\_\_  
*(Print Individual Name)*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Print Individual Name)*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Date)*

## Terms & Conditions – Automatic Payment Withdrawal for Utility Bills

***Customers of the Village of Belgium Utility, by signing this Authorization of Automatic Payment Withdrawal for Utility Bills, agree to the following terms and conditions:***

### INVOICING

Customers who enroll in the direct payment program will continue receive their regular quarterly billing notice by the first week of April, July, October and January annually. If you do NOT receive your bill in the mail by the 5<sup>th</sup> of those months, contact the Village of Belgium Utility immediately at (262)285-7931. You will be responsible for reviewing your bill upon receipt, and contacting the Village of Belgium Utility with any billing questions or disputes at least 3 days BEFORE the automatic payment is withdrawn on the bill's due date.

### AUTOMATIC PAYMENTS

Automatic withdrawal will begin with the next billing cycle after enrollment into the program. Please continue to pay your bill by check, cash or credit card until "DIRECT PAYMENT" appears on your utility bill in the upper, right-hand corner. If your automatic withdrawal date falls on a weekend or a holiday, the automatic payment will be debited from your deposit account on the following business day.

- **Full Balance Due Payments:** Any balance remaining on the account as of the due date will be deducted from your financial institution account on the due date stated on your quarterly bill.
- **Budget Amount Payments:** The budget amount indicated on this form will be deducted monthly from your financial institution account on the 20<sup>th</sup> of each month regardless of the balance due. Any balance remaining on the 21<sup>st</sup> of each month will be subject to a 1% late fee. Any payments made in excess of the balance due will be posted as a credit on your account.

### CONDITIONS THAT MAY CAUSE AUTOMATIC PAYMENT TO BE CANCELLED ON YOUR ACCOUNT

Customers using the automatic payment system are responsible for maintaining sufficient funds in their deposit accounts for the dates on which payments are drawn, as well as notifying the Village of any changes in Financial Institution or deposit accounts therein that could affect the Village's ability to satisfy this automatic payment authorization. Any customer having insufficient funds in their account or a closed account twice within a six (6) month period shall be disqualified from using the automatic payment system for the subsequent twelve (12) month period. The account holder will be responsible for all fees charged by their financial institution for insufficient funds, as well as a \$35.00 NSF or Returned Payment fee charged to their Village of Belgium utility account.

If a customer wishes to discontinue participation in the direct payment program, the Village of Belgium Utility must receive a *written* request from the authorized account signer(s) at least 30 days in advance of the next scheduled payment.

If a customer enrolled in the direct payment program moves, their program enrollment will automatically end with their final bill on a move out. If a customer would like to continue in the direct payment plan at a new address in the Village of Belgium utility district, and new enrollment form must be completed for that account.

### SERVICE FEES

Information provided on this form will be used solely for purposes of processing payments on utility customer's account and for no further purpose. Currently, there is no charge for this service to customers. If the Utility's financial institution changes their policy and assesses a fee for the service, Public Service Commission rules require the Utility to pass these fees on to the customer. Written notice will be provided to enrolled customers prior to assessing any processing fees.