

Village of Belgium

Automatic Utility Payment Program Enrollment Form

Name(s) on Account

Service Address

Phone

Utility Account # (if known)

Payment

☐ Full Balance Due (Quarterly) - Withdrawn on Due Date

Option

☐ Budget Amount (Monthly) - Insert Monthly Budget Amount \$

Financial Institution and Payment Account Information

Financial Institution Name

Financial Institution Address

Name(s) on Bank Account

Bank Routing Number

Bank Account Number

Bank Account Type

☐ Checking Account

☐ Savings Account

Authorized Account Signer

I have read and agree to the terms and conditions listed below.

I hereby authorize the Village of Belgium to initiate entries to my account at the Financial Institution named on this form, 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.

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 5th 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the Village of Belgium Utility with any billing questions or disputes at least 3 days BEFORE the automatic payment is withdrawn on the bill's due date.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 20th of each month regardless of the balance due. Any balance remaining on the 21st 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.