

VILLAGE OF KENNARD
208 Main St. P. O. Box 151
Kennard, NE 68034-0151
402-427-7311 Fax: 402-427-7311
E-Mail: vok@abbnebraska.com

Dear Valued Customer:

Attached you will find information on Auto Pay. If you are interested in this option, please look over the forms, fill them out and return them to the office. Please mail them to the above address or put them in the drop-box located next to the Village office door. (email works also!)

The Village is also requesting your help in updating our records. Please fill-in the information below and return it at your earliest convenience. Thank you!

Account Number: _____

Name: _____

Phone Number: _____

Email: _____

____ I would like to receive an email for payments, in addition to my mailed bill

____ I would like to receive a mailed billing only

Thank you for taking time to fill this out and return!

Sincerely,

Kate Doll, Village Clerk/Treasurer
Village of Kennard

Authorization for AutoPay Enrollment Form

AutoPay simplifies your Village of Kennard monthly payment by automatically deducting your payment from your checking or savings account.

How does it work?

You never have to worry about missing a payment since we will deduct the payment due on your water/sewer bill from your checking or savings account each month, on the due date shown.*

Are there fees for this service?

There is no fee for the AutoPay service. **However, if we are unable to deduct the payment from your checking or savings account, we will charge a late payment fee.**

How do I enroll?

Simply complete the form on the next page and mail the completed form back to us.

When will my automatic payments begin?

Your first AutoPay deduction will occur within 30 days from the time we receive your AutoPay Enrollment Request Form. You should continue making your water/sewer payments until you receive written confirmation from the Village of Kennard that you have been enrolled in the AutoPay program.

Please see the next page for the Preauthorized Automatic Transfer Agreement and keep a copy of it for your records. If you have any questions, please contact us at 402-427-7311.

*If your payment falls on a weekend or holiday, the automatic transfer will occur on the first business day after the due date shown on your statement.

PLEASE KEEP A COPY FOR YOUR RECORDS

AutoPay Enrollment Request Form

____ YES, I authorize the Village of Kennard to enroll my water/sewer bill in the AutoPay program.

Transfer From:

Financial Institution Name: _____

Name on Account: _____

Checking____ or Savings*____ Account Number: _____

Routing/Transit Number: _____

Signature of bank account owner: _____

*If the account you want your payment taken from is a savings or money market account, there may be transaction limits. Please contact your financial institution for information regarding these accounts.

***** Signature of bank account owner required for enrollment *** ***Please attach a check or savings document marked "VOID" to this form*****

Transfer To:

Village of Kennard Account Number: _____

Name (on Village of Kennard account): _____

PREAUTHORIZED AUTOMATIC TRANSFER AGREEMENT:

I authorize the Village of Kennard to initiate an electronic fund transfer ("automatic transfer") from the checking or savings account ("Account") that I have indicated with my enrollment request to pay the Village of Kennard monthly water/sewer payments, or to credit my account, if necessary, for any debit entries in error to my account indicated on this form and the bank named on this form to debit and /or credit the same to such account.

I understand that the Village of Kennard will process my request upon receipt and send me written confirmation as to when the automatic transfers will begin. Until I receive written confirmation from the Village of Kennard, I understand that I should continue to make payments. The automatic transfer will be deducted from my Account on the payment due date shown on my statement**. This authorization will remain in effect until the Village of Kennard has received written notification from me at least ten days prior to payment, or until the Village of Kennard notifies me that this automatic transfer is no longer in effect.

**If your payment falls on a weekend or holiday, the automatic transfer will occur on the first business day after the due date shown on your statement.

Signature: _____

Date: _____

Attach Voided check here: