

## ACH WITHDRAWAL - AUTOMATIC PAYMENT AGREEMENT

Village of Rio Utilities • 207 Lincoln Avenue, Rio, WI

53960 Office: (920) 992-5454

clerk@riowi.us

The Village of Rio offers a convenient option for paying your quarterly utility bill by automatic withdrawal from your bank account. We will automatically deduct your utility charges each quarter from your checking or savings account through the Automated Clearing House (ACH). Deductions will be scheduled on the bill due date.

Please print name, address, and account number exactly as they appear on your bill:			
Name:			
Service Address:			
Utility Account # :			
Telephone #:			
E-mail:	Billing Statement Delivery:	Email	Postal Mail
Mailing address, if different than above:			
Street or P.O. Box address:			
City:	State:		
BANK ACCOUNT INFORMATION			
Bank Name:			
Routing Number:	Checking:	Savings:	
Account Number:			

- These numbers are located on the bottom of your check as follows:

⑆ 123456789 ⑆ 1234567890123 ⑆  
Routing Number Account Number

\*If you are using a savings account, contact your financial institution for the routing number

- To sign up, fill in the information on this form and **RETURN THIS FORM WITH A VOIDED BLANK CHECK (REQUIRED)**. Submit this form to Village Hall. Your application for ACH will be processed within 48 business hours.
- You will continue to receive a quarterly bill (email or postal mail) that shows your water consumption and utility charges. If you have questions on your bill, contact our office at least five days prior to the due date.
- The **Total Amount Due/Outstanding Balance** will be withdrawn from your bank account on the due date.
- If the payment is rejected by the bank, the Village will impose a \$30 return item fee on your account.

I hereby authorize the Village of Rio to initiate payment from my account at the institution named on the enclosed voided check, and I authorize that institution to debit my account for that payment. This authorization will remain in effect until I terminate it, allowing 10 days prior to payment due date. I have the right to stop payment on individual entry or to have entries corrected by timely notification to the Village of Rio and my financial institution. The Village of Rio also has the right to cancel this agreement at any time by providing timely notification to me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### MAIL FORM AND VOIDED CHECK TO:

Village of Rio  
P.O. Box 276  
Rio, WI 53960

\*\* You can also bring the form to the office at Village Hall, use the drop box outside, or email the form and voided check