

Automatic Withdrawal for Utility Payments

We will automatically deduct your utility charges each quarter from your checking or savings account through the ACH (Automated Clearing House) System.

Here's How Automatic Utility Payments Work:

- When you enroll, you authorize your quarterly payment to be withdrawn from your checking or savings account.
- You will continue to receive your Utility Service Invoice as you always have with consumption, base charges and a due date.
- "Automatic Withdrawal" will be printed on the top and bottom portion of your bill, indicating that you are set up for ACH.
- On the date that the bill is DUE, we will withdraw the payment from either your checking or savings account.
- You simply deduct the TOTAL AMOUNT DUE listed on your utility bill from your checking or savings account register.
- When you want to cancel the ACH Withdrawal, simply fill out this form again, check Cancel ACH and mail it into us and we will rescind the order.

AUTHORIZATION AGREEMENT FOR AUTOMATED WITHDRAWALS

Name: _____
Address: _____
Phone Number: _____
Water Account Number: _____

I (we) hereby authorize the City of Neenah to initiate debit entries to my (our) checking/savings account from the financial institution named below. This authority is to remain in force until the City of Neenah has received written notification from me of its termination.

Financial Institution: _____
Routing Number: _____
Account Number: _____

- Checking Account
- Savings Account
- New Enrollment
- Change Existing Enrollment
- Cancel ACH Withdrawal

If the withdrawal is from a checking account we must have either a voided check or a copy of a voided check to confirm the routing number. If the withdrawal is from the savings account, please contact your financial institution for the routing number. The routing number is NOT the same for the checking and savings account.

Signature: _____

Date: _____

Signature: _____

Date: _____

Please remit to: Neenah Utilities
Attn: ACH Setup
PO Box 426
Neenah, WI 54957