



# Utility Payments made easy!

Finance Department  
P.O. 1217  
Appleton, WI 54912-1217

*Payment Always Made on the Due Date*

*Save Time and Postage*

*Avoid Late Charges*

## How does the Direct Payment Plan work?

Each quarter, just as you do now, you will receive a statement showing your utility charges. **On the due date**, your bank will automatically deduct that amount from your designated account. Your direct payment plan will remain in effect until you notify us in writing to change or cancel the plan.

## When can my Direct Payment Plan go into effect?

You must **allow 30 days for set up**. If your utility payment is due in the next 30 days, you will need to make that payment with a check. The following quarter your payment will be automatically withdrawn.

Questions - call 832-6442 or 832-6459

To take advantage of this service, complete and return the authorization form below. Retain the top portion for your records.

### DIRECT PAYMENT - AUTHORIZATION ENROLLMENT FORM

|   |                     |                              |
|---|---------------------|------------------------------|
| _____                                   |                     | _____                        |
|   |                     | Utility Account Number       |
| _____                                   |                     | _____                        |
|   |                     | Service Address              |
| _____                                   |                     | Checking _____ Savings _____ |
| Name and Mailing Address (Please Print) |                     |                              |
| _____                                   | _____               | _____                        |
| Bank Routing Number                     | Bank Account Number | Bank Name                    |

I authorize the City of Appleton to instruct my financial institution to deduct my utility payment from my checking or savings account. If at any time I decide to discontinue this payment service, I will notify the City of Appleton in writing.

Signature: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE INCLUDE A VOIDED CHECK** if being deducted from a checking account.