



PAYING YOUR WATER BILL IS EASIER AND MORE CONVENIENT WITH DIRECT DEBIT

Never worry about paying your water bill on time again! You can stop writing checks and mailing in your payments when you sign up for our convenient Direct Debit electronic payment option.

With Direct Debit, your bi-monthly payment will be withdrawn automatically, at no charge, from your bank savings and/or checking account on the due date.

Once the Authorization Agreement form below has been completed and submitted to the Village Hall with a voided check and/or savings account information, you will be enrolled in the Direct Debit payment option. Your Direct Debit payment option will go into effect the next billing cycle after the form has been processed. **NOTE: A service fee of \$25.00 will be applied to your account for all insufficient funds ACH transactions.**

You will receive a water bill for your records however, on the payment section of bill it will state: DIRECT DEBIT PAYMENT. Direct Debit transfers will take place on the "payment due" date. Payment due dates which fall on a Saturday or Sunday will be processed the following Monday.

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)

Village of Diamond

I (we) hereby authorize the Village of Diamond to initiate debit entries to my (our): select one: Checking Account Savings Account; indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provision of U.S. Law.

Depository/Bank Information

Bank Name _____ Branch _____
City _____ State _____ Zip _____
Number _____ Routing _____
Account _____ Number _____

This authorization is to remain in full force and effect until The Village of Diamond has received written notification from me (or either of us) of its termination in such time and in such manner as to afford The Village of Diamond and DEPOSITORY a reasonable opportunity to act on it.

Name(s) _____ Water Acct. # _____
Signature _____ Date _____

PLEASE INCLUDE A VOIDED CHECK WITH THIS FORM