

## Town of Winfield Utilities Auto-Withdrawal Application

Work lots of hours? Busy with the kids? Out of town often? Auto-Withdrawal is a great option!!

- No Late Fees - No worries of forgetting to pay the bill\* Payment is withdrawn automatically from your specified checking account on the due date (20<sup>th</sup> of every month or the next business day if the 20<sup>th</sup> is a weekend or holiday).
- Hassle Free - No more writing checks - No need to call and make a payment on the phone - No stamps needed - No running to Town Hall to make a payment!
- You will receive your utility bill as usual so you know what the monthly charges are. It will be marked with the following: **AUTO WITHDRAW – DO NOT PAY**
- Safe and secure — Your bank information is securely maintained
- **Sign up now for Auto-Withdrawal by completing the application below, attaching a cancelled or voided check from your selected bank account and returning it to: Town of Winfield, 10645 Randolph Street, Winfield, IN 46307**

### Provisions for Auto-Withdrawal

- **Availability of Funds:** You are responsible for having enough money in the indicated account on the payment date. You will be charged the same as if a paper check "bounced" should your payment be returned with insufficient funds (\$27.50). In addition, your Auto-Withdrawal service may be cancelled if two payments are returned in a 12-month period.
- **Termination:** This authorization will remain in effect until we receive notice from you before the 10<sup>th</sup> of the month or until your final utility bill is paid.
- **Bank Account/Address Change:** You are required to notify us of any account or address changes. You are responsible for submitting a new application when a bank account or address change occurs. Failure to do so may result in a returned payment.
- **Submitting this application sets your account up for auto-withdrawal through a checking account only through our office. Do not sign up for auto-pay through Invoice Cloud (Icloud) online unless you cancel this auto-withdrawal program first.**

### AUTHORIZATION APPLICATION FOR AUTO-WITHDRAWAL

Town of Winfield Utilities Account # \_\_\_\_\_

I authorize Town of Winfield Utilities and the financial institution listed below to transfer (debit) money from the indicated bank account for the payment of my Town of Winfield Utilities bill. I will continue to pay my bill until I am notified on my bill that AUTO-WITHDRAWAL has started.

Customer Name (Your name as it appears on the check must match the utility bill.):

Service Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Financial Institution Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_