



Automatic Payment for Utility Bills

The City offers all water/sewer utility customers an Automatic Payment Plan (APP) service. Your quarterly utility payment can be made automatically from your checking account. There is no charge for this service.

The Automatic Payment Plan will help in several ways:

- Saves time with fewer checks to write
- Makes payments timely and conveniently even while on vacation or out of town
- Cost effective by saving postage
- Avoids late payments and penalty charges
- Sign up is easy and can cancel anytime

Here's how the Automatic Payment Plan works:

You authorize regularly scheduled payments to be made from your checking account. Your payments will be automatically deducted on the specified due date of the quarterly utility bill. The authorization you give to charge your account stays in effect until you notify the utility in writing to terminate the authorization.

Simply complete and sign the form below, enclose a voided check, and return the form to the utility. You will continue to receive your quarterly bill. Your enrollment may take up to a month to become effective. Please continue to pay your bill until it indicates that it will be paid through automatic payment.

City of West Allis

Water/Sewer Utility
Automatic Payment Plan Enrollment

Utility Account #: _____
(see upper left corner of utility bill)

Instructions:

1. Include a check with "Void" written across the front. Please do not use a deposit slip.
2. Sign this form
3. Return this form with your voided check and signature to:

Property Address: _____

I authorize the City of West Allis to instruct my financial institution to deduct payments for the quarterly utility bill from my account. If at any time I decide to change this financial institution, move from this address, or wish to discontinue this payment service, I will notify the City of West Allis in writing at least 10 days prior to the bill due date to cancel it. Failure to notify the City as outlined above will result in a \$25.00 service fee. If your payment is returned for any reason other than City error, a \$25.00 charge will be added to your utility account.

City of West Allis – Water Division
6300 W. McGoech Ave.
West Allis, WI 53219

Signature

Date

Address

Phone Number