



Weston Water & Sewer Utilities Payments by ACH/EFT

Weston Municipal Water & Sewer Utilities is set up to accept utility payments via Automated Clearing House (ACH) or Electronic Funds Transfer (EFT), whereby the customer's payment is automatically deducted from their checking or savings account near the due date of their quarterly utility bill. Enroll in our FREE (no service fee) automated ACH/EFT utility payment system by simply turning in the form below & attaching a voided check or savings account verification from your bank.

Regular bill statements are due the 20th of the month so payments are pulled from your account on or around the 18th of your billing cycle to allow payments to be processed should the 20th land on a holiday/weekend. If you have auto payments set up through PSN, please cancel that service to avoid double payments and any issues that may arise. Finals bills cannot be processed by ACH/EFT.

- A water/sewer statement will be sent to you (via mail) so that you can review it prior to deduction from your account.
- The invoice will state on the bottom portion that you're on Autopay once the form is accepted.
- Payment will be deducted on the due date shown on the water/sewer statement. If the payment is rejected by the bank, the Village of Weston will impose a \$25 return item fee on your account.

Weston Municipal Utilities Enrollment Sign-Up for Automatic ACH/EFT Utility Payments

Account Holder Information

Name: _____ Phone Number: (____) _____ - _____
Property Address: _____ Utility Account Number: _____

Bank Account Information

Bank Name: _____
Customer Bank Routing #: _____
Customer Bank Account #: _____

Which account will you be using?
(please check appropriate box)

Checking *Savings*

I hereby authorize the Village of Weston to initiate payment from my account at the institution named on the enclosed voided check, and I authorize that institution to debit my account for that payment. This authorization will remain in effect until I terminate it, allowing 10 days prior to payment due date. I have the right to stop payment on individual entry or to have entries corrected by timely notification to the Village of Weston and my financial institution. The Village of Weston also has the right to cancel this agreement at any time by providing timely notification to me.

Signature: _____ Date: _____

Please attach a blank/voided CHECK or savings account verification from your bank with this completed form.

Place this form in our Drop Box (with the voided check) or mail enrollment coupon & voided check of savings/ checking account verification to:

**Weston Utilities
4747 Camp Phillips Rd
Weston, WI 54476**