

***The Village of Woodville Water & Sewer Utility is now offering
Automated Clearing House (ACH) Payments***

***Don't write another utility check and never pay another late fee!
No postage - No Check Writing – No Hassles***

Q. What is Automated Clearing House (ACH)?

A. *ACH is a safe, convenient, and confidential method of automatic bill payment.*

Q. How do I sign up?

A. *Complete all sections of the form on the back, sign it, enclose a voided check and submit to Village of Woodville Clerk's Office.*

Q. How will my bill be paid?

A. *On the 5th of February/May/August/November, the utility department will inform your banking institution of the amount due. The bank will automatically pay that amount from your account.*

Q. When will this take effect?

A. *Depending on the date we receive your application, you should continue to pay your utility bill directly to the Village of Woodville Clerk's Office until your bill has a message printed on it telling you that the amount will be submitted for direct payment.*

Q. What if my account is with a Credit Union or Savings & Loan?

A. *All financial institutions participate.*

Q. How will I know how much my bill is?

A. *The Utility Department will send you a copy of the bill at least 10 days prior to when it is due.*

Q. What if I have a question about my bill or want to stop the Automated Clearing House (ACH) process?

A. *Simply call or write to the Clerk's Office. The contact information can be found on your bill.*

Q. How can I be sure my bill has been paid?

A. *The bills you authorize for Automated Clearing House (ACH) will be clearly itemized on your bank's monthly account statement.*

Q. Is there a charge for this service?

A. *No.*

Q. How do I discontinue my Automated Clearing House (ACH) arrangements with the Clerk's Office?

A. *You must send a written request to the Village of Woodville if you no longer want to pay with Automated Clearing House (ACH).*

****Please feel free to contact Jodi at the Clerk's Office at (715)698-2355
or email jodi@villageofwoodville.org if further information is needed****

Village of Woodville

DIRECT BILL PAYMENT AUTHORIZATION FORM

Name: (please print) _____

Water/Sewer Account Number: - 000- _____ - _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: Home _____ - _____ - _____ Cell _____ - _____ - _____

Please Withdraw My Quarterly Bill From The Following Account:

(check one)

_____ Checking _____ Savings

Financial Institution: _____

Routing Number:

Account Number:

****PLEASE ENCLOSE OR ATTACH A VOIDED CHECK WHEN RETURNING THIS FORM.**

I authorize Village of Woodville to instruct my financial institution to make payments from the account indicated above.

I understand that I may discontinue this free payment service at any time by notifying the Village of Woodville office in writing.

Signature: _____ Date: _____ / _____ / _____

Please note: Your payment will be withdrawn from your account on the 5th of February, May, August, and November.

Return this form to:

Village of Woodville
P.O. Box 205
Woodville, WI 54028