



## Automatic Payment for Utility Payments

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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 you in several ways:

- It saves time - fewer checks to write
- Helps meet your commitment in a convenient and timely manner- even if you are on vacation or out of town
- It saves postage
- No late charges - always paid on time
- Easy to sign up, easy to cancel

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 authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization.

Simply complete and sign the form below, enclose a voided check, and return it to us. You will continue to receive your quarterly billing as usual. 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.

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City of West Allis  
Utility (Water/Sewer)  
Automatic Payment Plan Enrollment Form

Utility Account No. \_\_\_\_\_  
(Upper left corner of bill)

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

**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 check and signature to:**

City of West Allis  
Finance Department  
7525 W. Greenfield Ave.  
West Allis, WI 53214

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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone