

Utility Customers Can Take Advantage of Direct Payment Program

With the Village of Silver Lake Direct Payment Program, you no longer have to worry about paying your utility payment on time. We do it for you.

There are no checks to write, no stamps to buy, no envelopes to mail, and you will avoid paying your bill late.

Pre-authorized payment services are programs through which consumers can pay bills electronically, eliminating the need to write checks. Because these payments are sent via the safe, reliable Automated Clearing House (ACH) Network, bill payment hassles are eliminated. Each month your Monthly Automated Payment will be recorded on your bank statement.

You may stop this program at any time by submitting written notice to the Village of Silver Lake Utility Department.

Here is how customers can take advantage of this convenient service:

- 1) Fill out the authorization for below.
- 2) Enclose a voided check if funds are taken out of a checking account.(simply write "void" on the check)
- 3) Enclose a voided savings deposit slip if funds are taken out of a savings account.
- 4) Submit the authorization form below. Please include the voided check if using a checking account or the voided savings deposit slip if using a savings account. We will notify you on your bill when your service will begin. Until then, pay your utility bill as usual.
- 5) We will send you a copy of your bill, at least 7 days before it is due, and indicate when the amount will be deducted from your account.

Application for Direct Payment Plan

Please complete and return this form (along with a voided check if using a checking account or a voided savings deposit slip if using a savings account) to the Village of Silver Lake, 2961 Kent Road, Silver Lake, Ohio 44224.

Utility Information:

Account Number _____

Customer Name (as shown on bill) _____

Address _____

City _____ State _____ Zip _____

Contact Number(s) _____

Service Address _____

Bank Information:

Bank Name _____

Address _____

Bank Phone Number _____

Routing Number _____ Account Number _____

Account Type (please circle) Checking Savings

Customer Agreement:

I hereby authorize the Village of Silver Lake Utility Department to automatically deduct my monthly utility bill for the above service address electronically from the above bank account. I have submitted a voided check or a voided savings deposit slip from the account to assure correct bank information. It is my responsibility to notify the utility department *in writing* should I wish to discontinue this service.

Important Notice: Your next utility bill will not be automatically deducted from your bank account. We must do a pre-note with your bank account in the first month. This is a procedure to determine if the direct payment is set up properly. Your direct payment will begin the month following your pre-note. This pre-note is for your protection.

Signature _____ Date _____

DON'T WRITE ANOTHER UTILITY CHECK!

Never pay another late fee again!

If your water/sewer utility payment is held up in the mail, it could cost you an additional *10 percent* penalty.

You can save these charges through the Direct Payment Plan. The Village of Silver Lake, in cooperation with your bank, offers you this service. You can authorize the Village of Silver Lake Utility Department to automatically withdraw your utility payment from your financial institution each month. The Direct Payment Plan will save you time, effort, and postage – not to mention late fees when payment is held up in the mail!



The Village of Silver Lake sends direct payment customers a monthly statement showing utility usage and the dollar amount that will be withdrawn. The amount is automatically withdrawn on the 20th of the month or if the 20th falls on a weekend or holiday it will be withdrawn on the next business day.

The program is available to all Village of Silver Lake utility customers.

The Village of Silver Lake Utility Department

Direct Payment Plan

No Postage ~ No Check Writing ~ No Hassles

This service is offered at no cost to you!

For more information or questions, call (330) 923-5233.



Your water/sewer utility payment is automatically withdrawn from your checking or savings account on the 20th of the month!