

Application for Direct Payment Plan (ACH)

Complete this form and attach a voided check for checking accounts or a voided savings deposit slip for savings accounts. If you don't have checks, write in your routing/account number. Return 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 _____

Contact Number(s) _____

Service Address _____

Bank Information: Bank Name _____

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 the monthly utility bill electronically for the service address using the bank account provided above. 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 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** _____

Silver Lake Utility Bill Direct Payment Program (ACH)

No check writing ~ No postage ~ No late fees ~ No hassles

- ✓ Your water/sewer utility bill will be automatically deducted directly from your bank account.
- ✓ Automated Clearing House (ACH) is a safe and reliable way to pay your bill.
- ✓ Silver Lake offers this service to you in cooperation with your bank.
- ✓ This service is NO COST to the utility customer.
- ✓ The utility bill amount is withdrawn from your account on the 20th of each month.
- ✓ If the 20th of the month falls on a weekend/holiday, the amount is withdrawn the next business day.
- ✓ Utility customers will continue to receive a copy of their utility bill each month.
- ✓ You may stop ACH at any time by submitting written notice to the Silver Lake Utility Department.

Please complete the ACH form and attach a voided check for checking accounts or a voided savings deposit slip for savings accounts. If you don't have checks, simply write in your routing/account number. Return form to the Village of Silver Lake, 2961 Kent Road, Silver Lake, Ohio 44224. Forms can also be placed in the silver utility payment drop box in the upper parking lot of Village Hall.

For more information or questions, call Village Hall at 330.923.5233.