

Direct Utility Payment Authorization

Save time, postage and avoid late charges too!

How does the Direct Payment Plan work?

Each quarter, just as you do now, you will receive a statement showing your utility charges. On the due date, your bank will automatically deduct that amount from your designated account. Your direct payment plan will remain in effect until you notify us in writing to change or cancel the plan.

When can my Direct Payment Plan go into effect?

You must allow 30 days for set up. If your utility payment is due in the next 30 days, you will need to make that payment with a check. The following quarter your payment will be automatically withdrawn.

To take advantage of this service, complete and return the authorization form below. Retain the top portion for your records.

Direct Pay Enrollment Form

Name and Mailing Address:	Utility / Customer Number:
	Service Address:

CHECK ONE: Checking Account _____ Savings Account _____

Bank Routing Number:	
Bank Account Number:	
Bank Name:	

I authorize The Town of Grand Chute to instruct my financial institution to deduct my utility payment from my checking or savings account. If at any time I decide to discontinue this payment service, I will notify The Town of Grand Chute in writing.

Signature:	
Date:	
Daytime Phone :	

Please include a VOIDED check if being deducted from a checking account.