



TOWN OF SHELburnE AUTOMATIC WATER/SEWER PAYMENT PROGRAM

The Town of Shelburne and Citizens Bank are pleased to offer the convenience of Automatic Water/Sewer account Payments to account holders.

Under this program, your quarterly water/sewer bill payments are automatically deducted **on each due date** from the bank account you specify. This assures timely payment, saves you time and postage and eliminates the possible loss of the payment in the mail.

The electronic payments can be deducted from your checking, money market, or statement savings account and will be reflected on your bank statement.

To take advantage of this free service please complete the attached enrollment form and return it to the attention of Colleen Haag at the address shown.

Please note that once this service is started, it will continue for all future payments until you notify us otherwise.

You will continue to receive quarterly bills showing consumption, total amount due, and the due date.

If you wish to discontinue this service or make any changes to the bank or account information, please **notify us in writing** as soon as possible. We will need to receive this notification no later than 7 days prior to the due date to make any changes. Once the automatic payments are requested, unless we hear differently, we will continue to deduct quarterly water/sewer payments from your bank account on each due date. If you sell or move from your property please notify us to discontinue the automatic payment program for your account.

If there are insufficient funds in the bank account or the account information is not valid on the withdrawal date, we will not be able to apply a payment to your account. If this happens, the billing due on that date will be considered unpaid and subject to late payment penalty and interest charges.

Thank you for taking advantage of this service!

If you have any questions, please contact Colleen Haag at 985-5116 or Peter Frankenburg at 264-5034.



TOWN OF SHELBURNE

Automatic Water/Sewer Account Payment Program

_____ Please enroll me in the Automatic Utility Payment Program, starting with payments due on and after _____(DATE).

To Enroll:

1. Write "VOID" across a check for the checking account from which you want your water/sewer payment withdrawn and complete the account information section at the bottom of this page. If you would like your payments withdrawn from your savings or money market account, please complete the account information section at the bottom of the page.

2. Sign this form, and mail it with the voided check (if applicable) to:

Town of Shelburne
Attn: Colleen Haag
PO Box 88
Shelburne, VT 05482
Tel. 802-985-5116

I authorize the Town of Shelburne to instruct my financial institution to deduct water/sewer payments directly from my account. If at any time I wish to discontinue the service or change the bank account information, I will notify the Shelburne Town Offices in writing within 7 days of my next scheduled payment. I have read the attached description of this service and I understand it is my responsibility to notify the town of any changes in bank account information or to discontinue the automatic payments.

Signature

Date

Water/ Sewer Account Number(s)
for automatic Payments:_____

NAME

Daytime phone number

Address

(check if applicable) I currently utilize the Town of Shelburne automatic payment program for my property taxes. Please use the same bank account information on file with the Town for my water/sewer payments

OR, USE THE FOLLOWING ACCOUNT INFORMATION:

Bank Name

Bank Account Number **

Bank Routing Number **

____ CHECKING _____ SAVINGS

** Please attach a copy of a voided check

____ MONEY MARKET