



AT THE EDGE OF THE CITY AND  
THE HEART OF EVERYTHING

## ACH OPTION FOR PAYING YOUR UTILITY BILL

The Village of Shorewood is pleased to provide residents with a new option for paying your water/sewer bill — ACH debit. If you would like to sign up for ACH debit to pay your quarterly utility bill, please complete the form on the reverse side.

When completed and returned to the Village, this form will provide you the convenience of having your utility bill payment automatically withdrawn from your designated bank account.

Please note the following due dates for your quarterly utility bill. Forms submitted less than ten (10) days before the due date noted below, will not be effective until the next billing cycle.

Billing Period	Due Date
December 16 - March 15	March 20
March 16 - June 15	June 20
June 16 - September 15	September 20
September 16 - December 15	December 20

## SOME IMPORTANT REMINDERS:

- All information on the form must be completely filled out and legible.
- It is your responsibility to notify the Utility ([utilitybilling@villageofshorewood.org](mailto:utilitybilling@villageofshorewood.org)) of any change to your bank account information, etc.
- It is your responsibility to notify the Utility ([utilitybilling@villageofshorewood.org](mailto:utilitybilling@villageofshorewood.org)) at least ten (10) days prior to the billing due date if you wish to discontinue ACH credit withdrawals.



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### ACH Debit Authorization

I (we) hereby authorize village of Shorewood and the North Shore Bank to credit my (our) indicated account per the Instructions.

I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with NACHA regulations, OFAC and U.S. Law.

### Instructions

1. The credit withdrawal will take place on the due date of the billing cycle.
2. The purpose of this credit withdrawal is: Utility Billing Payment

I (we) understand that if the credit withdrawal is returned for any reason, a charge may occur. This authorization also allows for ACH reversals to be originated in order to correct errors.

### Bank Account Information:

Bank Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Type: Checking or Savings (Circle One)

This authority remains in full force and effect until the Village receives written notification from me (us) of its termination in such time and manner to afford the Village reasonable opportunity to act on it. I (we) understand that is my (our) responsibility to keep this information up to date.

Utility Billing \_\_\_\_\_ Service Address \_\_\_\_\_  
Account Number \_\_\_\_\_

Customer \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_

Customer Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
(Print)