

**Town of Williamstown
Semi-Annual Water & Sewer Payments
Direct Debit Program Sign Up/Change Request Form**

New _____ Change _____ Effective Date _____

You may sign up to have your semi-annual water & sewer installments transferred electronically from your bank account to the Town. When you sign up for this program, the Town will debit your bank account for the exact amount of the semi-annual water & sewer installment on the actual due date for each installment. You will continue to receive your bill in the mail. Unless we **receive** written notification from you at least ten (10) days prior to the installment due date, we will automatically debit your account for the amount of the bill on the due date.

This form must be **DELIVERED IN PERSON TO THE TREASURER'S OFFICE AT LEAST TWENTY-ONE (21) DAYS PRIOR TO THE BILL DUE DATE OR IT WILL NOT BE IN EFFECT UNTIL THE FOLLOWING BILL DUE DATE.**

You must attach a blank, voided check or pre-printed deposit slip for the account you wish to have debited when you sign up for the program. Failing to attach a blank, voided check or pre-printed deposit slip to this form will delay the effective date.

Please read the form carefully and bring all necessary information with you when you come to the Treasurer's Office to sign up.

I, _____, herewith authorize the Town of Williamstown to debit my bank account listed below in the exact amount of my semi-annual water & sewer installment on the due date of each bill. Said authorization will remain in effect until cancelled in writing. All cancellations must be RECEIVED in the Treasurer's Office at least ten (10) days prior to the water & sewer installment due date. Said authorization is to be used expressly for the payment of my water & sewer account. A separate authorization form must be filled out for each account.

Name on Water & Sewer Account _____

Utility Account Number _____

Bank Name _____

Bank Address _____

Bank Routing Number _____ Bank Account Number _____

Name(s) on the Bank Account _____

Checking _____ or Savings _____ (Check One)

I hereby acknowledge that I have signature authority on the above listed bank account and agree that sufficient funds will be available in said bank account on the water & sewer installment due dates to permit payment of the above account. I understand that failure to maintain sufficient funds in the above listed bank account will result in the Town assessing interest and penalties on the water & sewer installment then overdue at rates stated on the water & sewer bill and a \$25.00 service charge. **I also understand that it is my responsibility to notify the Town if there is a change in my bank name or account number.** Failure to do so will result in the Town assessing interest and penalties on that overdue water & sewer bill as outlined on your bill as well as a \$25 service charge. **I further understand that it is MY responsibility to cancel direct debit when property is sold.**

I further agree that this direct debit authorization will remain in effect indefinitely, unless and until I provide at least ten (10) days written notice of its cancellation to the Treasurer's Office.

Signature Date

Printed Name

Daytime Phone Number and Email address (for notification)