Village of Sussex

Email: info@villagesussex.org
N64W23760 Main Street, Sussex WI 53089
Finance Department - Phone 262-246-5224

Automatic Payment Plan Form

The Village of Sussex offers an Automatic Payment Plan (automatic withdrawal from your checking account) for quarterly utility bills.

The automatic payment plan has the following advantages:

- Save time with fewer checks to write
- Help meet your commitments in a convenient and timely manner
- Save postage or gasoline
- Avoid late charges
- No lost or misplaced bills
- It is easy to set up and cancel

To implement the plan, you will need to authorize that regularly scheduled payments be made from your checking account on the specified due date of the billing. The authority you give to charge your account will remain in effect until you provide us written notification up to 10 days before the end of the calendar quarter.

Simply complete and sign the attached enrollment form, enclose a voided check and return to the Village of Sussex. You will continue to receive a quarterly statement showing the charges to your account and the date of withdrawal.

If you have any questions regarding this service please contact the Finance Department at (262) 246-5224 or (262) 246-5225.

Mail this form with a voided check to:
Sussex Finance Department
N64W23760 Main Street
Sussex, WI 53089

Name _____ Phone _____

Street _____ Apt./Unit Number _____

Utility Account Number 01 - _____

I authorize the Sussex Utilities to instruct my financial institution to deduct my payments for the quarterly bill from my account. If at any time I decide to change this financial institution, move from this address, or wish to discontinue this payment service, I will notify the Finance Department, in writing, 10 days prior to the end of the calendar quarter. I have enclosed a **VOIDED** check.

_____ _____
Signature of Applicant Date

Revised 06-2011