

# Auto Pay Enrollment Form

## Village of Monticello – Municipal Utilities

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To sign up for Auto Pay, simply complete and sign the enrollment form on the back. *(Please print name and account number exactly as they appear on your utility bill.)*

Please check the appropriate box: ☐ New Signup ☐ Change Banking Info.

### Utility Account Information

Customer Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

1<sup>st</sup> Account # \_\_\_\_\_

Service Address: \_\_\_\_\_

2<sup>nd</sup> Account # \_\_\_\_\_

Service Address: \_\_\_\_\_

### Payment Information

Automatic Payment will be drawn on the **due date of utility bill**.

Note: Payment amounts will vary each month. Customer will receive their regular monthly billing notice on the 1<sup>st</sup> of each month. If you do not receive your bill by the 5<sup>th</sup> of the month, contact the Utility Office immediately.

### Financial Institution Information

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Bank Routing Number \_\_\_\_\_ Bank Account Number \_\_\_\_\_

☐ Checking Account – **Please attach a voided check**

☐ Savings Account – **Please attach a deposit ticket**

Is this a ☐ Personal or ☐ Business bank account?

**PLEASE READ BACK OF PAGE AND SIGN.....**