

Complete and return this agreement form along with one of your checks marked "void" to:  
Green Bay Water Utility, P.O. Box 1210, Green Bay, WI 54305-1210

## **GREEN BAY WATER UTILITY CHECKFREE AUTOMATIC PAYMENT PLAN AGREEMENT**

(Please print name, address & account # exactly as they appear on your bill)

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

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

Green Bay Water Utility Account #: \_\_\_\_\_

Mailing address if different than above:

Street or P.O. Box address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Best time to call: \_\_\_\_\_

- Payment will be deducted on the due date shown on the water & sewer bill.
- If you wish to have your payment deducted from your savings account, please read the question and answer about savings accounts in the attached information.
- Water bills will continue to vary depending on usage and rates.
- A water & sewer bill will be sent to you so that you can review your bill prior to deduction from your account.

Based on the above, I hereby authorize the Green Bay Water Utility to initiate entries to my account at the institution named on the enclosed voided check, and authorize that institution to debit my account for those entries. This authorization will remain in effect until I terminate it, allowing reasonable time for Green Bay Water Utility and my bank to act. I have the right to stop payment on an individual entry or to have entries corrected by timely notification to Green Bay Water Utility and my financial institution. Green Bay Water Utility also has the right to cancel this agreement at any time by providing timely notification to me.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**IMPORTANT:** Be sure to include a check marked "void" to tell us from which bank account you want your payments deducted.