

**CITY OF GREENFIELD**  
**Automatic Payment Plan Authorization**

Enrollee to Complete All Applicable Items

Last Name, First Name		Telephone Number	
Mailing Address	City	State	ZIP
Sewer Account Number		Service Address (if different from above)	
I am authorizing (please choose one) <input type="checkbox"/> Automatic payment plan, initial enrollment for payment of sewer utility bill <input type="checkbox"/> A change in financial institution/account			
How would you like us to send your sewer bills: <input type="checkbox"/> Via U.S. mail <input type="checkbox"/> Via email <input type="checkbox"/> Both email and mail		As a disclaimer, your email will be used ONLY for the purpose of sending bills or following up with you should there be a problem or a question.	
If you want us to send your bills via email, please supply your email address:			

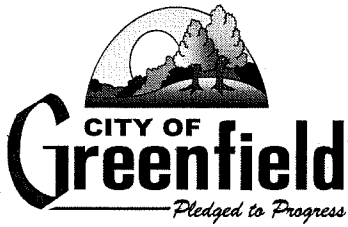
**FINANCIAL INSTITUTION**

If you are unsure about any of the following information, it is suggested that you contact your financial institution for assistance. **You do not need to fill out this section if you send us a voided check.**

Name of Financial Institution	Circle One:  <input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account		
City	State	ZIP	Depositor Account Number
9 digit Bank Routing Number  _____			

**Authorization**  
 I authorize and request the City of Greenfield to instruct my financial institution to deduct my payment from my checking or savings account; and to initiate, if necessary, credit entries and adjustments for any debit entries in error to my account. I understand that the financial institution designated or the City of Greenfield reserves the right to cancel this agreement by notice to me. I further understand that it is my responsibility to notify the City of any changes in financial institution or accounts therein that could effect the City's ability to satisfy this automatic payment authorization. Lastly, I also understand that cancellation of this automatic payment authorization for any reason is solely my responsibility.

Signature	Date
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To: Greenfield Sewer Utility Customers:  
From: City of Greenfield Finance Department  
Re: **Automatic Payment Plan**

The City now offers all sewer utility customers an Automatic Payment Plan (APP) service. Your quarterly sewer bill payment can be made automatically from your checking or savings account on the specified due date.

- It saves time---no check to write
- Helps meet your commitment in a timely manner----no late charges if you are out of town
- It saves postage
- Easy to sign up, easy to change or cancel

To go paperless, provide an e-mail address. You will receive an **e-mail bill** showing the detailed current bill which serves as a reminder that funds will be deducted out of your account on the due date.

You may request to receive both email and a physical bill as well, just choose that option on the form.

If you do not have an email account, you may choose to continue to receive the bill by U.S. mail but you will not send payment. The bill will indicate you are enrolled in the automatic payment plan.

Please see the Greenfield Sewer Utility APP Enrollment Form and do as follows:

### **INSTRUCTIONS:**

1. Fill out the information on the authorization form located on the reverse side
2. Include a check with "void" written across the front
3. If you are using a savings account, please provide the routing and account numbers
4. The form must be received 3 business days prior to the due date to be processed for the current bill

Return to: City of Greenfield Finance Department  
7325 W. Forest Home Avenue  
P.O. Box 20739  
Greenfield, WI 53220

If you have multiple sewer bills deducted from one bank account, please list all of them.

If you have any questions, contact our department at (414) 329-5259.