



AUTOMATIC UTILITY PAYMENT PROGRAM

YES! I would like to enjoy the convenience of enrolling in a free Automatic Utility Payment Program – *note this is for the **property owner only**, tenants are not eligible.

To enroll simply:

1. Please fill out the account information at the bottom of this page for the account from which you want your Utility payment to be withdrawn whether for checking, savings, or money market accounts.
2. Sign this form and mail it thirty (30) days prior to the next Utility due date to:

City of Essex Junction
 Attn: Finance
 2 Lincoln Street
 Essex Junction, VT 05452

I authorize the City of Essex Junction to instruct my financial institution to deduct my utility payments directly from my account. The automatic payment amount, frequency and transaction date will correspond as disclosed on each utility bill that is provided to me. If at any time I wish to discontinue the service, I will simply notify the City in writing, within 15 days of my next scheduled payment. A \$25 fee will be applied for any returned payments. The City reserves the right to unenroll me from the automatic payment program at any time, with notice, for returned payments as a result of insufficient funds, account closure, etc.

 Your Signature _____
 Date (mm/dd/yyyy)

 Property Location _____
 Utility Account Number

ACCOUNT INFORMATION: Checking Account Savings Account

 Your Name (Please print)

 Your email address _____
(We will send you a confirmation email when we have received your information)

 Your Mailing Address

 Your Banks Name _____
 Bank Account Number

 Bank Routing Number