

Utility Customers Can Take Advantage of Direct Payment Program

With the Village of Silver Lake Direct Payment Program, you no longer have to worry about paying your utility payment on time. We do it for you.

There are no checks to write, no stamps to buy, no envelopes to mail, and you will avoid paying your bill late.

Pre-authorized payment services are programs through which consumers can pay bills electronically, eliminating the need to write checks. Because these payments are sent via the safe, reliable Automated Clearing House (ACH) Network, bill payment hassles are eliminated. Each month your Monthly Automated Payment will be recorded on your bank statement.

You may stop this program at any time by submitting written notice to the Village of Silver Lake Utility Department.

Here is how customers can take advantage of this convenient service:

1. Fill out the authorization form below.
2. Enclose a voided check if funds are taken out of a checking account. (simply write "void" on the check)
3. Enclose a voided savings deposit slips if funds are taken out of a savings account.
4. Submit the authorization form below. Please include the voided check if using a checking account or the voided savings deposit slip if using a savings account. We will notify you on your bill when your service will begin. Until then, pay your utility bill as usual.
5. We will send you a copy of your bill, at least 7 days before it is due, and indicate when the amount will be deducted from your account.



Application for Direct Payment Plan

Please complete and return this form (along with a voided check if using a checking account or a voided savings deposit slip if using a savings account) to the Village of Silver Lake, 2961 Kent Road, Silver Lake, Ohio 44224.

Utility Information:

Account Number: _____

Customer Name (as shown on bill): _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____

Service Address: _____

Bank Information:

Bank Name: _____

Address: _____

Bank Phone Number: _____

Routing Number: _____ Account Number: _____

Please Circle: Checking Savings

Customer Agreement:

I hereby authorize the Village of Silver Lake Utility Department to automatically deduct my monthly utility bill for the above service address electronically from the above bank account. I have submitted a voided check or a voided savings deposit slip from the account to assure correct bank information. It is my responsibility to notify the utility department *in writing* should I wish to discontinue this service.

Important Notice: Your next utility bill *will not* be automatically deducted from your bank account. We must do a prenote with your bank account in the first month. This is a procedure to determine if the direct payment is set up properly. Your direct payment *will begin* the month following your prenote. This prenote is for your protection.

Signature: _____ Date: _____