

# TOWN OF NORTH HERO WATER ACCOUNT AutoPay PROGRAM

## THE PROGRAM

The Town of North Hero is now offering water customers the option of having their water payments automatically withdrawn from their checking, savings or money market account on the date the payment is due. For your protection, the **AutoPay** program is governed by state and federal regulations.

## WHY SHOULD I CONSIDER?

- Provides you with peace of mind. No chance of forgetting to make your payment on time or to worry about your payment being lost or delayed in the mail. Payments will be automatically debited from your account on the effective due date. Should the due date fall on a Saturday, Sunday or holiday, the payment will be deducted from your account on the next business day without penalty.
- Your **AutoPay** payments are made safely, accurately and timely by using the Automated Clearing House (ACH) system that pays millions of bills, deposits millions of paychecks and processes over half of all Social Security paychecks.
- Saves you time and money. No more writing checks, paying postage or mailing your payments. No more driving to the Town Office on the due date to make a payment.
- Increases efficiency in the Town Office thereby saving time and reducing the possibility of errors.

## HOW DO I SIGN UP?

To sign up for **AutoPay** simply complete the application on the reverse side and return it to the Town Office, (PO Box 38, North Hero, VT 05474), a minimum of fifteen (15) days prior to the payment due date. You can also access the enrollment form @ [www.northherovt.com](http://www.northherovt.com). When returning the completed form, please include a voided check. This will help ensure that your account number and bank number are accurate. Once the paperwork is complete, you will be notified as to when the first payment will start.

**SIGN-UP FOR AutoPay TODAY AND ENJOY THE CONVENIENCE OF  
AUTOMATED WATER PAYMENTS**

**For any additional questions regarding AutoPay, please call (802) 372-6926.**

**(\*\*At this time, the AutoPay program is available ONLY through banks located in the USA.)**

(Enrollment application on reverse side)

**TOWN OF NORTH HERO**  
**Water Payment**  
**Direct Debit Program Sign-Up/Change Request Form**

New \_\_\_\_\_ Change \_\_\_\_\_ Effective Date \_\_\_\_\_

You may sign up to have your water payments transferred electronically from your bank account to the Town. When you sign up for the AutoPay program, the Town will debit your bank account for the exact amount of the water payment on the actual due date for each payment. Due dates are: 7/20, 10/20, 1/20 and 4/20. Your annual water bill is mailed on or before 6/20, which shows the payment due on each date.

**This form must be IN THE TREASURER'S OFFICE AT LEAST FIFTEEN (15) DAYS PRIOR TO A PAYMENT DUE DATE OR IT WILL NOT BE IN EFFECT UNTIL THE FOLLOWING PAYMENT DUE DATE.**

**You must include a voided check for the account to be debited when you sign up for the AutoPay program.**

**Please read the form carefully.**

I, \_\_\_\_\_, herewith authorize the Town of North Hero to debit my bank account listed below in the exact amount of my water payment on the due date of each bill. Said authorization will remain in effect until cancelled in writing. All cancellations must be **RECEIVED** in the Treasurer's Office at least fifteen (15) days prior to the water payment due date. Said authorization is to be used expressly for the payment of my water account(s).

Name on Water Account \_\_\_\_\_

Parcel ID Number(s) \_\_\_\_\_

Bank Name \_\_\_\_\_

Bank Address \_\_\_\_\_

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

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

Checking \_\_\_\_\_ or Savings \_\_\_\_\_ (Check One)

I hereby acknowledge that I have signature authority on the above listed bank account and agree that sufficient funds will be available in said bank account on the water payment due dates to permit payment of the above account. I understand that failure to maintain sufficient funds in the above listed bank account will result in the Town assessing interest on the water payment then overdue at rates stated on the annual water bill and a \$25.00 service fee. **I also understand that it is my responsibility to notify the Town at least fifteen (15) days prior to the payment due date if there is a change in my bank name or account number.** Failure to do so will result in the Town assessing interest and fees as outlined above. **Please cancel the direct debit when your property is sold.**

I further agree that this direct debit authorization will remain in effect indefinitely, unless and until I provide at least fifteen (15) days written notice of its cancellation to the Treasurer's Office.

Signature	Date
Printed Name	Mailing Address: Town of North Hero PO Box 38 North Hero, VT 05474
Daytime Phone Number	