



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

NEW OPTIONS FOR RECEIVING AND/OR PAYING YOUR UTILITY BILL

The Village of Shorewood is pleased to provide residents with two new options for receiving and paying your water/sewer bill—email notification and/or ACH debit. The next page is an ACH Debit Authorization/ebilling Authorization form.

When completed and returned to the Village, this form will provide you the convenience of having your utility bill emailed to you and/or having your payment automatically withdrawn from your bank account. (Please note: If you choose the ebilling option, you will no longer receive a hard copy of your utility bill in the mail.)

Please note the following deadlines for submission of these forms:

December 16 - March 15	March 20
March 16 - June 15	June 20
June 16 - September 15	September 20
September 16 - December 15	December 20

Forms submitted after the due date will not be effective until the next billing cycle. A test email confirming your enrollment in ebilling will be sent after the enrollment has been processed. If you are enrolling in the ACH debit option, your bill will indicate that you are signed up for ACH payment.

Utility bills will be sent to the email address provided. You are responsible to check your email for receipt of the notice to ensure that you make a timely payment. Payment reminder emails will not be sent. All utility bills will be mailed/emailed by March 1, June 1, September 1 and December 1. All utility bill payments will be due March 20, June 20, September 20 and December 20 respectively. You may choose any of the following options:

1. Ebilling (paperless) and ACH debit
2. Ebilling (paperless) only
3. ACH debit only
4. Continue to receive your bill by U.S. mail.

For Option 1 – Please complete both sides and the bottom of the form

For Option 2 – Please complete the right side and bottom of the form (Ebiling Authorization) only

For Option 3 – Please complete the left side and bottom of the form (ACH Debit Authorization) only

For Option 4 – You do not need to do anything if you do not wish to sign up for ACH debit or ebilling.

Some reminders:

- All information on the form must be completely filled out and legible.
- It is your responsibility to notify the Village of any change to your email address, bank account information, etc.



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ACH Debit Authorization

I (we) hereby authorize Village of Shorewood and the North Shore Bank to credit my (our) indicated account per the Instructions. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with NACHA regulations, OFAC and U.S. Law.

Instructions

1. The withdrawal will take place: March 20, June 20, September 20 and December 20. Please see instruction page for effective dates.
2. The purpose of this withdrawal is: Utility Billing Payment

I (we) understand that if the withdrawal is returned for any reason a charge may occur. This authorization also allows for ACH reversals to be originated in order to correct errors.

Bank Account Information:

Bank: _____

Account Number: _____

Routing Number _____

Account Type: Checking or Savings

This authority remains in full force and effect until the Village receives written notification from me (us) of its termination in such time and manner to afford the Village reasonable opportunity to act on it. I (we) understand that is my (our) responsibility to notify the Village of any changes to my/our email and/or banking account information.

Utility Billing _____
Account Number

Service Address _____

Customer _____
Signature

Date _____

Customer Name _____
Printed

Phone Number _____

Ebilling Authorization

I (we) hereby authorize Village Of Shorewood to electronically provide my (our) utility billing to me (us). I (we) understand that it is my (our) responsibility to check for receipt of the billing each quarter, March 1, June 1, September 1 and December 1, to ensure that penalties and interest are not applied for non- payment.

Email Address to send bill:

