



## Save Time and Money...

*Join the Automatic Bill Payment Plan today!*

**How does it work?**

It's easy! Just complete the enrollment form below, detach, and return along with your current payment. Include your email address and we will send invoices electronically. Or, if you prefer, you can continue to receive your invoice by mail.

**When will this take effect?**

On the next quarterly billing if your completed enrollment form is received at least one week before the next billing period. Look for notification on your quarterly invoice.

**How will my bill be paid?**

On the due date shown on your invoice (the 15<sup>th</sup> of the month), the amount due will automatically be deducted from your checking or savings account.

**How can I be sure my bill has been paid?**

The payment will appear on your bank account statement as a transaction to the Pleasant Springs Sanitary District #1.

**Can I sign up for electronic invoices only and continue to make payment by check?**

Yes. Simply fill out the form below without providing any bank information. Don't forget to include your email address.

**What if I want to stop the Automatic Payment Plan and/or Electronic Invoicing?**

You can cancel the option at any time. Simply contact us by mail or e-mail [info@pssd-wi.org](mailto:info@pssd-wi.org).

Please detach at perforation, and return bottom portion, along with your current payment.

**Automatic Bill Payment and/or Electronic Invoicing Enrollment Form**

If not returning enrollment form with a check payment, please include a voided check.

Please check the appropriate box below...

New Signup

Change Banking Information

Please begin sending invoices electronically to \_\_\_\_\_  
Enter email address here

Name on Account	
Mailing Address	
City, State, Zip	
Signature	Date

PSSD Account No.	
Daytime Phone No.	
Bank Routing No.	
Bank Account No.	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

**\*\*All information is required to process this application.\*\***  
 Any transfers refused because of insufficient funds or a closed account will incur a service charge of \$10.