

St. Clair Township

Supervisor
Shelly Korves

Road Commissioner
Bob Trentman

Clerk
Jana Moll

107 Service Street
Swansea, IL 62226-3943
Phone: 618-233-3437
Fax: 618-233-0338
www.stclairtownship.com

Trustees
Mike Greenfield
Bob Buechler
Julie Miller
Brian Dulski

DIRECT DEBIT AUTHORIZATION FORM

Thank you for your interest in our Direct Debit Program. Direct Debit allows us to automatically deduct payment of your bi-monthly sewer bill directly from your bank account. It's a convenient way to pay your sewer bill. Here is how the program works:

- Every other month (even months), your yellow bill/postcard will be mailed OR e-mailed (see below) to you indicating your sewer usage, sewer cost and the due date (always due on the 15th of each odd month). The stub you would normally return to us will always show \$0.00 due. A Direct Debit message on the bill will state the amount to be deducted from your account on the due date (your August bills will include a reminder to call for a Summer Water Credit for outside watering).
- Your payment amount, indicated on the left side of your bill, will be automatically withdrawn from your designated bank account on the due date that is printed on the left bottom corner of your bill.
- We do not charge a fee for this program; however, some banks may charge you a fee. Please check with your bank.

To begin the Direct Debit Program, simply fill out the form below. **Please be sure to enclose a VOIDED check from your Checking -or- Savings deposit slip for the account that you request your payments to be deducted from.** Return by U.S. mail or in-person to St. Clair Township at 107 Service Street, Swansea, IL 62226. You may also fax to attention "Sue" at 618-233-0338 or email to sue@stclairtownship.com.

Your Direct Debit should begin with the next bill that is issued after processing your completed information. If your Direct Debit information has been received and processed, your bill will indicate Direct Debit. Any bills already processed will not be able to be paid with Direct Debit.

If you would like to enroll in paperless billing, please request this by emailing billing@stclairtownship.com. Please state you're requesting paperless billing and include your account number and service address in the subject line. Enrollment means you will no longer receive a postcard bill. This does not enroll you in Direct Debit. You must return this form for Direct Debit Enrollment. *We must have a Landlord Agreement Form on file for tenants to be billed directly and enrolled in Direct Debit.

I hereby authorize St. Clair Township to instruct the financial institution indicated on this form to make my sewer bill payments as they become due from the account listed below. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I understand that I am in full control of my direct debit sewer payments. I may discontinue enrollment at any time with written notice 30 days in advance to St. Clair Township. Both St. Clair Township and the financial institution listed reserve the right to terminate this payment plan and my ACH participation at any time. Please complete this form and enclose your voided check or savings deposit slip and return it to St. Clair Township.

Customer Name (please print)

Service Address

Financial Institution

Signature

Sewer Account Number

Daytime Telephone Number

Bank Account Number - Circle One: Checking / Savings

Date