Direct Debit for Utility Payments

The City of Brookfield offers all water/sewer utility customers an Automatic Payment Plan (APP) service. Your quarterly utility payment can be made automatically from your checking account.

The Automatic Payment Plan allows you to authorize the City of Brookfield regularly scheduled payments to be made from your checking account. Your payments will be automatically deducted on the specified **Due Date** of the quarterly utility bill.

This authority you give the City to charge your account will remain in effect until you notify us **in writing** to terminate the authorization.

Simply complete and sign the following enrollment form, enclose an original voided check, and return it to us at the address listed below.

You'll continue to receive a quarterly bill showing the charges to your account.

Your enrollment in APP may take up to a month to become effective.

Please continue to pay your bill until the **"Direct Debit – Do Not Pay"** message appears on your bill stub.

City of Brookfield
Utility (Water/Sewer) APP Enrollment Form

Check Box for New Account/Change or Cancel

☐ New Account ☐ Account Change ☐ Cancel Direct Debit

Instructions:

Include an original check with "Void" written across the front. Please do not use a deposit slip.

Sign this form

Return this form with your check and signature to:

Treasurer's Office
City of Brookfield
2000 N. Calhoun Rd
Brookfield, WI 53005

If your check is from a credit union, please ask a representative from that institution to provide the routing and account number.

Utility Account Number

__ __ __ __ __ __ - __ __ __ __ __ __
(Account number is 13 characters, including the hyphen)

I hereby authorize the City of Brookfield to deduct payments for the quarterly utility bill from my financial institution account. This authority is to remain in full effect until the City of Brookfield has received written notification of change of this financial institution, change of address, or wish to discontinue this payment service; in such time and in such manner as to afford the City of Brookfield reasonable time to effect the change.

Signature _____ Date _____

Address _____