



2621 Jody Drive - New Franken, WI - 54229
Ph: (920) 406-9380 www.townofscott.com Fx: (920) 406-9381
deputy@townofscott.com clerk@townofscott.com

**Scott Municipal Utility (SMU) - Town of Scott
Automatic Payment Authorization**

I (we) hereby authorize Town of Scott – Scott Municipal Utility (SMU) to deduct funds from my (our) checking or savings account indicated below at the FINANCIAL INSTITUTION named below.

Financial Institution Name: _____

Financial Institution Address: _____

Financial Institution City/State/Zip: _____

Payment Type (Check One) Checking Account _____ Savings Account _____

Bank Routing No: _____ Bank Acct No: _____

This authorization is to remain in full force and effect until the Scott Municipal Utility (SMU) -Town of Scott and FINANCIAL INSTITUTION has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Scott Municipal Utility (SMU) -Town of Scott and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Property Address: _____

Property City/State/Zip: _____

Email Address: _____

Email bill (check one): Yes _____ No _____

Daytime Telephone: (_____) _____

Water/Sewer Acct # _____

Date: _____

PLEASE RETURN A VOIDED CHECK WITH YOUR FORM

Utility bill payments will be taken out of your checking or savings account on approximately the 25th day of each quarter (January, April, July and October).

NEW: Credit/debit card payment and ACH Automatic Payment

Our municipality is set up for receiving payments via ACH Automatic Payment. There is no charge for this service. If you are interested in signing up for ACH Automatic Payment for your utility bill, please contact the Town Hall and we will mail you the authorization form. Utility bill payments will be taken out of your checking or savings account on approximately the 25th day of each quarter (January, April, July and October).

We are also set up for receiving payments via credit/debit card, either here at the Town Hall or from your own computer/tablet. The company that is providing this service is called "Government Payment Services". There is a 2.65% service fee for this with a \$1 minimum charge (this fee goes to Government Payment Services). Credit/Debit card payments made at the Town Hall include: Water/Sewer bill, Building Permit, Bartender/Operator License and Dog License. You can also make payments from your own computer/tablet. The specific website for this: www.govpaynow.com. For entering the Pay Location Code (PLC), type in a002ht for utility payments, or type in a002hs for Building Permit, Bartender/Operator License or Dog License. Please call the Town Hall staff if you need assistance.

Utility bills can be emailed as well. Please let us know if you are interested.

Town of Scott/Scott Municipal Utility
2621 Jody Drive
New Franken, WI 54229
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920-406-9381 (Fax)
deputy@townofscott.com

PLEASE NOTE: For ACH Automatic Payment: your current bill (March 31) will still need to be paid by credit/debit card or regular check! ACH Automatic Payments will start with the second quarter bill (June 30).