

**TOWN OF**  
**LOUISVILLE**

14810 State Highway 37  
Massena, NY 13662  
(315) 764-7473

**DIRECT DEBIT PLAN (ACH)**

**ENROLLMENT FORM**

By completing and submitting this form, you authorize the Town of Louisville to electronically deduct your regular water bill payment from your checking account. Payments will be withdrawn quarterly, on approximately January 20, April 20, July 20, and September 20.

You agree to provide the Town of Louisville with true, accurate and complete checking account information. You agree to promptly notify the Town of Louisville if there is a change to your checking account information. You may withdraw this consent at any time by contacting the Town of Louisville.

You will receive your quarterly bill, either via mail or e-mail (if you are signed up for electronic paperless billing). The notation "TO BE PAID BY ACH" will appear under your name in your mailing address and an "\*" will proceed your last name to indicate that payment is automatic.

If your account has insufficient funds at the time of withdrawal, no funds will be withdrawn for that billing period. The amount due will be carried forward to the next bill as a previous balance. It will be withdrawn, along with the current bill and any other applicable interest charges at the next scheduled withdrawal date.

Completed forms should be submitted to the Town of Louisville at 14810 State Highway 37, in person, by mail, or via the payment drop box. Completed forms may also be submitted via email to [water@louisvilleny.gov](mailto:water@louisvilleny.gov). **PLEASE INCLUDE A BLANK VOIDED CHECK** (copy is okay) with your form submission.

**Please print clearly.**

Date	
Water Account Number	
Name on Account	
Service Address	
Mailing Address (if different)	
Email Address	
Phone Number	
Signature	