



Village of Penn Yan Municipal Utilities  
P.O. Box 426, 111 Elm Street  
Penn Yan, NY 14527  
(315) 536-3374

**DIRECT DEBIT PLAN ENROLLMENT FORM**

The Direct Debit Payment Plan allows customers to have their utility payments automatically deducted from their bank account each month. Customers who enroll will still receive their utility bill, but it will state “**Direct Debit Plan – Do Not Pay!**”. The payment will be for the amount due that month or the monthly budget amount for budget customers. The payment will be made on the **DUE DATE** stated on the bill. If your due date falls on a weekend or holiday, payment will be withdrawn the next business day. You are responsible to pay all bills prior to receiving your first bill stating direct debit is in effect. Unpaid bills will incur penalties.

Please complete and submit the following information via email [accountclerk@villageofpennyan.com](mailto:accountclerk@villageofpennyan.com) or in person to our office to enroll.

**CUSTOMER INFORMATION**

Sign-Up to receive your Bills by E-Mail:  Yes  No

Customer Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Service Address: \_\_\_\_\_

**BANKING INFORMATION**

Select one:  Checking Account  Savings Account

Bank/Depository Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

I hereby authorize Penn Yan Municipal Utilities to initiate debit entries to my bank account indicated above and the depository named above to debit the same to such account. I understand that this authorization will remain in effect until I notify Penn Yan Municipal Utilities that I wish to revoke this authorization. I understand that Penn Yan Municipal Utilities requires at least **one-week** prior notice in order to cancel this authorization or update Direct Withdrawal banking information on file. I understand that if there are insufficient funds in my account at the time of withdrawal that an NSF charge will be incurred and multiple insufficient funds will result in cash only accepted.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_