

CITY OF WILLIS DIRECT DEBIT/CREDIT CARD DEBIT APPLICATION

How does Direct Debit work?

Direct Debit lets you authorize the payment of your utility bill directly from a checking account or credit card. Direct Debit means you will not have to worry about late payment fees or bother with envelopes, stamps, and mailboxes.

How will I know how much is being deducted?

You will still receive a copy of your bill. If you have any questions about specific charges, simply contact the Willis City Hall. Otherwise, your bill will be paid automatically.

When will my bill be paid?

The Direct Debit automatically takes place approximately five (5) business days after you receive your bill.

What do I save with Direct Debit?

Since your bill is paid automatically, you save on check charges, postage, and time.

What if I decide I do not want Direct Debit?

Simply notify us in writing and we will discontinue your enrollment.

How do I put Direct Debit to work for me?

Just complete and return the Application

Please complete the "Direct Debit Application" section and then sign the "Authorization Agreement". Next, complete the Checking Account Debit Section.

Please continue to pay your bill as usual until a message appears on your bill stating that the bill will be paid by Direct Debit.

DIRECT DEBIT APPLICATION

(This section to be completed on ALL applications)

Name (as shown on bill):			
Utility Account Number:			
Physical Address:	City:	State:	Zip:
Mailing Address:	City:	State:	Zip:

Authorization Agreement:

I hereby authorize the City of Willis and the financial institution designated in this application to charge the account I have specified for payment of my monthly service. I understand that a \$20.00 fee will be charged to my account for each request returned for non-sufficient funds. If two requests are returned for non-sufficient funds, I will be excluded from the plan. In addition, I understand that both the financial institution and the City of Willis reserve the right to terminate this payment plan/ and or participation therein. At any time I may elect to discontinue my enrollment in this plan. If I so chose, I will provide written notice, upon receipt of my bill, to the City of Willis.

Signature:	Date:	Phone Number:
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CHECKING ACCOUNT DEBIT

Financial Institution:			
Address:	City:	State:	Zip:
Account Name (as it appears on your checks):			
Checking Account Number:			

Auto pay using your checking account will be debited between the 4th -10th of the month.

To avoid a late notice charge, it is your responsibility to inform the City of Willis of a change in your account number.

CREDIT CARD DEBIT

****Credit Card Debits will be done on the 15th of each month. In some cases if the 15th falls on a weekend then it will be debited the Friday before the 15th. ** Credit Cards will be charged a 3.5% convenience fee.**

To sign up for auto pay using your credit card you will need to go to: <https://www.eonlinebill.com/bapp/willis/index>. Once at the site if you have not registered your account you will need to do so, then it will give you the option to set up auto pay using your credit or debit card.