

Village of Sussex  
Email: [wisussex@wi.rr.com](mailto:wisussex@wi.rr.com)  
N64W23760 Main Street, Sussex WI 53089  
Finance Department Phone 262-246-5224

## Automatic Payment Cancellation Form

The Village of Sussex Finance Department must receive written notification up to 10 days before the end of the calendar quarter in order to cancel your participation in the automatic payment program. If proper notice is not received and an automatic payment is returned because of non-sufficient funds or because an account has been closed we will pass along the bank charges of \$30 to the utility customer.

Please fill out the form below if:

- You are discontinuing your participation in the automatic payment program.
- You have changed the bank/account from which funds are being withdrawn.

\*Please note: if you are changing bank accounts you will need to fill out a new application for automatic payment with your new account information as well as the cancellation form for the old account.

Should you have any questions, please contact the Finance Department at (262) 246-5224 or (262) 246-5225.

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**Mail this form to:**  
Sussex Finance Department  
N64W23760 Main Street  
Sussex, WI 53089

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Street \_\_\_\_\_ Apt/Unit Number \_\_\_\_\_  
Utility Account Number 01 - \_\_\_\_\_ Effective Date \_\_\_\_\_

I authorize the Sussex Utilities to cancel my participation in the utility billing automatic payment program.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**A \$30 fee will be charged if you have not cancelled your automatic payment plan and your payment is returned because of non-sufficient funds or your account was closed.**