



Bill Pay Made Easy!

AUTOMATIC BILL PAYMENT

With Automatic Bill Payment, you can have your water bill automatically paid from any participating bank, savings and loan, or credit union account. Please complete this form, return it, and start enjoying these benefits:

- No checks to write.
- No postage to pay.
- Payments always on time.
- No trips to City Hall to pay your bill.
- If you're on vacation or sick at home, your bill will be paid on time.

All you need to do is make sure there is enough money in your account to cover the bill, and then record the payment in your records.

With automatic bill payment, you will continue to receive a periodic billing statement with the notation **BANK DRAFT ON FILE—DO NOT PAY**. Your payment will automatically be withdrawn from your account on the due date of the bill.

Questions & Answers

How long does it take to get on the plan?

Depending on when you sign up, most accounts will be converted within 30-60 days. You should continue to pay normally until you are notified on your water bill.

If you have any questions or concerns regarding your water bill or this service:

Please contact the water department at (734) 793-1630. Since the payment will not be deducted until the due date, you should have plenty of time to add money into your personal account. But if there are insufficient funds in your account, it will be treated as a non-sufficient funds (NSF) payment and a penalty will be assessed to your account. Multiple occurrences of NSF payments can result in discontinuation of this service.

Can I withdraw from the program?

Yes. You should notify the water department **in writing** when you wish to discontinue the service.

How do I sign up?

Complete and return the attached enrollment form to:

City of Garden City
Water Department
6000 Middlebelt Rd
Garden City, MI 48135

Automatic Bill Payment Authorization Form

Customer Name _____

Service Address- _____

State/Zip _____

Daytime Phone _____

Name Of Financial Institution _____

Nine Digit ABA/Routing Number _____

Checking Account # _____

Or

Savings Account # _____



To ensure accuracy, please contact your financial institution to verify the correct ABA and account number.

I authorize the City of Garden Water Department to deduct my payment from my checking or savings account listed. I understand that I can discontinue this payment service at any time by notifying the City of Garden City in writing.

Signature _____

Date _____