PLAINFIELD CHARTER TOWNSHIP

6161 Belmont, NE
P.O. Box 365
Belmont MI 49306
Voice: (616) 364-8466 Facsimile: (616) 364-6537

Utility Billing Office

Enrollment Form to pay Water/Sewer Bills by Direct Debit

1. **Complete the following information requested below (please print):**

Name:

Service address:

Mailing address:

City, State, Zip:

Email address (Optional):

Daytime phone:

2. **Provide the required financial information below:**
To ensure the correct account number is used for this electronic payment and to obtain the ABA/routing number, PLEASE ATTACH A VOID CHECK SO WE CAN VERIFY THE ACCURACY OF THE FOLLOWING:

Name of Bank or Financial Institution

ABA/Routing Number:

Account Number:

This is a (Check One): Checking Account _____ Savings Account _____

3. **Utility Billing Account Number:**

4. **Provide your signature for authorization:**
I authorize Plainfield Charter Township to deduct the payment of my water/sewer bill/s from my checking or savings account listed above. I understand I control my payments and, if at any time I decide to discontinue this payment service, **I must notify the Township in writing.** I also understand all the information provided will remain confidential.

Please sign: Date:

This form cannot be processed without your signature.

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Pay Your Water and Sewer Bill Direct From Your Bank Account!

• No Checks • No Postage • Your Payment Will Always Be On Time •

How does Automatic Bill Payment work? Mail, fax, or drop off at Township Hall your completed enrollment form (on back). Once set-up, Plainfield Charter Township will withdraw your payment automatically on the due date. Allow 30-60 days for automatic bill payments to become effective.

How will you know the amount of your bill? The Utility Billing department will send you a billing statement at least 20 days before it is due. Your automatic payment will be reflected on your next bank statement. It will also be shown on your next water and sewer bill as payment received on your previous balance.

What if there is a question about your bill? Call the Utility Billing office (616) 364-8466. If the amount due is in question, you may stop the automatic withdrawal at any time before the due date.

Is there a charge for the service? No. The Automatic Bill Payment Plan is offered by Plainfield Charter Township free of charge. Most financial institutions do not charge for the service. Contact yours to be sure.

Can payments be withdrawn from a savings account? Yes, however some savings and money market accounts can accept these transactions and some cannot. Contact your financial institution for information about your specific account.

What if you need to make a change? If you change your checking/savings account, a new enrollment form will be required. Again, allow 30-60 days for processing. If you decide to cancel your participation in the plan, simply write to Plainfield Charter Township.