



### Utility Billing: Automatic Payment Authorization Form

Please indicate the type of authorization:

- NEW AUTHORIZATION
- CHANGE OF INFORMATION
- CANCELLATION OF AUTO PAYMENT

Name: \_\_\_\_\_

10 Digit Account Number: \_\_\_\_\_

*Account number is located on water/sewer bill or can be found at www.cityofgrandledge.com*

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

To ensure the correct account number is used for this electronic payment and to obtain the ABA / Routing Number, PLEASE CONTACT YOUR FINANCIAL INSTITUTION FOR ASSISTANCE.

Name of Financial Institution: \_\_\_\_\_

ABA / Routing Number: \_\_\_\_\_

Checking Account Number: \_\_\_\_\_ **OR**

Savings Account Number: \_\_\_\_\_

*By signing below, I authorize the City of Grand Ledge to deduct my payment(s) from the checking or savings account listed above. I understand that I control my payments and if at any time I decide to discontinue this payment service, I will notify the City of Grand Ledge. I also understand that all information provided will remain confidential.*

**↓ THIS FORM CANNOT BE PROCESSED WITHOUT YOUR SIGNATURE ↓**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**This form may be mailed or dropped off to:**

Grand Ledge City Hall  
310 Greenwood St.  
Grand Ledge, MI 48837

[Type here]

## Quick Answers to Your Questions

### **Q. How does Direct Payment work?**

**A.** Complete the enrollment form and mail it to the address listed at the bottom. Then, allow 30-60 days for processing and continue to pay as you normally would until your statement shows you have been signed up for the service.

### **Q. How will I know the amount of my bill?**

**A.** You will receive a billing statement (at least 10 days before it is due) indicating the amount due and the due date.

### **Q. What if I have a question about my bill?**

**A.** Visit [www.cityofgrandledge.com](http://www.cityofgrandledge.com) for comprehensive information about reading your meter, understanding your bill, finding EPA resources, FAQ's, water quality reports, and more. If you have further questions, please contact City Hall.

### **Q. How do I know that the bill has been paid?**

**A.** Each payment will be clearly itemized on your next financial institution account statement.

### **Q. Can payments be withdrawn from a savings account?**

**A.** Yes, however, federal regulations limit the number of transactions on some accounts. Contact your financial institution for information about your specific account.

### **Q. Is there a charge for Auto Payment?**

**A.** No, we do not charge for this service. Most financial institutions don't charge either. Remember, they save time and money too!

### **Q. What if I change financial institutions?**

**A.** You will need to complete a new Authorization Agreement and allow approximately 30 days for the change to go into effect. **If you decide to cancel your participation in the plan, please notify the City in writing**