



Direct Payment Authorization

Account # _____ (located on water / sewer bill)

Name _____

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 # _____ **OR**

Savings Account # _____

I authorize the City of Grand Ledge to deduct my payment(s) from the checking or savings account listed below. 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 _____

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. As always, call the customer service number listed on your bill.

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Q. Can payments be withdrawn from a savings account?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 Direct 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.