

AUTOMATIC BILL PAYMENT (ACH)

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

- No checks to write
- No postage to pay
- No trips to Twp Hall to pay your bill
- If on vacation or sick at home, your bill would be paid on time
- Optional paperless bills sent to your email

All you have 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 bimonthly billing statement. **If your automatic payment application has not been approved, you will receive notification from Northville Township.**

IMPORTANT INFORMATION

- New ACH accounts take at least 60 days before ACH is in effect. Please make sure your current bill is paid by cash or check.
- When approved your bill will say “ACH PAYMENT – DO NOT PAY” and will have a border around the amount due section.
- If a payment is returned insufficient, it will be treated as a returned check and a \$35 bank fee will be added to your account.
- If you want to discontinue the ACH program you **must** notify the Water and Sewer Department in **writing** as soon as possible when you wish to discontinue the service or if your bank account has been closed or changed to *help avoid any additional charges*.

To sign up, please complete and return attached enrollment form to:

Northville Township
Automatic Bill Payment
44405 Six Mile Rd
Northville, MI 48168-9670

----- Please keep upper portion of form for your records to refer to the important information -----

AUTOMATIC BILL PAYMENT AUTHORIZATION FORM

CUSTOMER NAME: _____

SERVICE ADDRESS: _____

MAILING ADDRESS (IF DIFFERENT) _____ STATE/ZIP: _____

DAYTIME PHONE: _____ (may need to contact with inquiries)

TO ENSURE ACCURACY, PLEASE CONTACT YOUR FINANCIAL INSTITUTION FOR THE CORRECT ABA AND ACCOUNT NUMBER

New ACH Customer

Please check appropriate boxes to ensure accurate changes

Currently on ACH (changes made the 1st & 15th of every month)

Keep Previous Bank Account active for current bill

Close Previous Bank Account ASAP (I will pay with a check this billing)

NAME OF FINANCIAL INSTITUTION: _____

NINE DIGIT ABA/ROUTING NUMBER: _____

CHECKING ACCOUNT #: _____ Or SAVINGS ACCOUNT #: _____

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

Customer Signature: _____ **Date:** _____

We cannot process your request without a signature and date.

Email: _____ (for ACH confirmations and paperless billing)

Sign me up for paperless billing

PLEASE INCLUDE A <u>VOIDED CHECK</u> TO ENSURE ACCURACY OF ACCOUNT NUMBERS. (<u>not</u> a deposit slip, as numbers could vary)
