



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: _____

*In addition, if you have a SPRINKLER meter that you would like to enroll for automatic payments, please include the 10 digit account number here: _____

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 CITY HALL:

310 Greenwood St.
Grand Ledge, MI 48837

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Q. Can payments be withdrawn from a savings account?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