



# Water/Sewer Bill Auto-Pay Enrollment Form



**WHAT IS THE AUTO-PAY PROGRAM?** Auto-Pay allows your water/sewer bill to be automatically paid from your savings or checking bank account on the due date of the bill.

**WHAT ARE THE ADVANTAGES OF AUTO-PAY?** Automated payment plans offer you the convenience of making time-sensitive payments without having to write a check. Even if you are away, your water/sewer bill will be automatically paid from your savings or checking account.

**HOW SECURE AND RELIABLE IS IT?** Auto-Pay is a secure, reliable way to pay your water/sewer bill. When you authorize Auto-Pay, you are giving the City of Midland permission to withdraw the amount of each water/sewer bill from your checking or savings account. The withdrawals are done by your financial institution. Your monthly bank statement will indicate that the withdrawal has been made.

**WILL I STILL RECEIVE A WATER/SEWER BILL?** Yes. You will still receive a bill indicating that your designated savings or checking account will be bank drafted (or drawn) on the due date indicated on your bill.

**HOW WILL I KNOW WHEN I'M ENROLLED AND THE AUTOMATIC PAYMENTS WILL BEGIN?** The City's Water Department will contact you to confirm your enrollment and to notify you of the billing cycle when the first automatic payment will occur. **An outstanding balance at the time of form submittal CANNOT be bank drafted.** Future water/sewer billings will indicate "Bank Draft-Do Not Pay" (see Sample Bill above).

SAMPLE BILL

CHECKS PAYABLE TO CITY OF MIDLAND		AFTER/DUE DATE BIRTH/TOMBLES		FIRST CLASS/NO POSTAGE/NECESSARY IF MAILED IN THE UNITED STATES	
PO BOX 1647 - MIDLAND, MI 48640-1647 (888) 837-3341		ADDRESS ONLY/HALL ONLY			
ACCOUNT NUMBER	CYCLE	BILL DATE	RETURN SERVICE REQUESTED		
6200-21039	02-20	08/31/06	Service	Curr Read	Usage
SERVICE ADDRESS			MA	TGAL	1475 1495
333 W ELLSWORTH ST					20
SERVICE PERIOD	# OF DAYS	Description Of Charges			
5/22/06 TO 9/20/06	90	Amount			
			MA WATER SERVICE		58.56
			SM SEWER SERVICE R/WTR		76.10
TOTAL CURRENT CHARGES					134.66
PREVIOUS BALANCE					.00
TOTAL DUE					134.66
DUPLICATE					
Bank Draft - Do Not Pay					09/27/06
BILL DATE	DUE DATE	CYCLE	MARY MIDLAND		
08/31/06	09/27/06	02-20	333 W ELLSWORTH ST		
ACCOUNT NUMBER			MIDLAND MI 48640		
6200-21039					
TOTAL DUE			134.66		

**WHAT HAPPENS IF A PAYMENT IS REJECTED?** Payments may be rejected by your financial institution because of insufficient funds, closed/unauthorized accounts, or for other reasons. Check with your financial institution for possible fees it may impose if your payment is rejected.

**WHAT IF MY BANKING INFORMATION CHANGES?** Please notify the City of Midland Water Department of a change in banking information by resubmitting the form below with the updated information, including the date the change is effective. Changes must be received no later than five business days prior to the due date. *NOTE: If an automatic payment fails because the City was not informed of a bank account change, customers will forfeit the 10% discount afforded to those who pay their water/sewer bill by the due date.*

**WHO DO I CONTACT FOR MORE INFORMATION?** For further information about this great time-saving service, please contact the City of Midland Water Department at 989-837-3341 or e-mail us at [water@midland-mi.org](mailto:water@midland-mi.org).

## Auto-Pay Enrollment Authorization – Water/Sewer Bill

I authorize the City of Midland to initiate withdrawals from my account at the financial institution named in this application for payment of my quarterly water/sewer bill. This authorization will remain valid until the City of Midland, my financial institution, or I revoke it. I understand that changes to or discontinuation of my existing auto-payment must be received at least five business days prior to the due date of the water/sewer bill to avoid forfeited discounts.

I understand the Auto-Pay program is an alternative method of payment only and does not otherwise affect my rights or the rights of the City of Midland or my financial institution with respect to each other. I further understand the City of Midland and my financial institution reserve the right to terminate the Auto-Pay program and/or my participation in it. If I wish to discontinue participation in the Auto-Pay program I shall do so by notification in writing to the City of Midland Water Office at the address provided at the bottom of this form.

Please check if:  you are a new applicant **OR**  there is a change in your banking information below (date change is effective \_\_\_\_\_)  
(If you have multiple accounts that you want enrolled in Auto-Pay, please list them on lines a, b, and c below)

Water/Sewer Account No(s): a) \_\_\_\_\_ b) \_\_\_\_\_ c) \_\_\_\_\_

Service Address(es): a) \_\_\_\_\_ b) \_\_\_\_\_ c) \_\_\_\_\_

Your E-Mail Address: \_\_\_\_\_ Your Phone No: \_\_\_\_\_

Financial Institution: \_\_\_\_\_ Bank account type from which payment will be drafted:  Checking **or**  Savings

Authorized Account Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Authorized Account Holder: \_\_\_\_\_

**A voided check (if checking account is selected) or voided deposit slip (if savings account is selected) MUST be returned with this form.**

**Mail to: City of Midland Water Department, P.O. Box 1647, Midland, MI 48641-1647**