

## AUTOMATIC BILL PAYMENT

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

- No check to write
- No postage to pay
- No trip to City Hall to pay your bill
- Out of town or sick, your bill will be paid on time (no penalty for late payment)

All you have to do is make sure there is enough money in your account to cover the bill, then remember to record the payment in your records.

You will continue to receive a quarterly water bill for residential accounts and a monthly water bill for commercial accounts, with the notation: **DIRECT DEBIT**.

For additional information, regarding this service please do not hesitate to contact Water Billing at (734) 453-1234, x223 during normal business hours or via email at: [waterdept@ci.plymouth.mi.us](mailto:waterdept@ci.plymouth.mi.us)

## QUESTIONS & ANSWERS

### HOW LONG DOES IT TAKE TO GET ON THE PLAN?

Depending on when you sign up, most accounts will be converted prior to the next bill. You should continue to pay until you are notified on your water bill.

### WHAT IF I HAVE A QUESTION CONCERNING THE AMOUNT OF MY BILL?

Contact the Water Department at least 10 days prior to the due date of your bill.

### WHAT IF THERE ISN'T ENOUGH MONEY IN MY ACCOUNT?

If there are insufficient funds, your payment will be treated similarly to a check with insufficient funds. Your payment will be removed and any penalties will be applied to your account (for late/non-payment).

### CAN I WITHDRAW FROM THE PROGRAM?

Yes. Notify the water department in writing when you wish to discontinue this service.

### WHEN WILL PAYMENTS BE DEDUCTED?

All payments will be automatically withdrawn from your designated account, on the 20th of each month in which your bill is due. The payment will be for the full amount of each bill.

### HOW DO I SIGN UP?

COMPLETE THE ATTACHED ENROLLMENT FORM, ENCLOSE A COPY OF A VOIDED CHECK OR SAVINGS DEPOSIT SLIP, AND RETURN TO:

**CITY OF PLYMOUTH  
WATER BILLING  
201 S MAIN STREET  
PLYMOUTH, MI 48170**

### AUTOMATIC BILL PAYMENT AUTHORIZATION FORM

Please Print Your Information

Customer Name \_\_\_\_\_  
Service Address \_\_\_\_\_  
Billing Address (if Different) \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Daytime Phone Number \_\_\_\_\_  
Location ID \_\_\_\_\_

### 16-Digit Number on Water Bill)

Please attach a voided check or savings deposit slip, with the financial institution name, routing number and account number, and return to the City of Plymouth Water Billing Department, along with this form.

I authorize the City of Plymouth Water Billing Department to deduct my payment from the designated account. I understand that I can discontinue this payment service at any time by notifying the City of Plymouth in writing.

Signature \_\_\_\_\_

Date \_\_\_\_\_

PRST STD  
U.S. POSTAGE  
PAID  
PERMIT #5  
PLYMOUTH, MI

CITY OF PYLMOUTH  
Water Billing  
201 S Main  
Plymouth, MI 48170-1688  
Http://www.ci.plymouth.mi.us

**POSTAL CUSTOMER**

# City of Plymouth



**INTRODUCES...**

**AUTOMATIC BILL  
PAYMENT FOR  
YOUR  
WATER BILL**