



Water/Sewer/Garbage Bill Auto-Pay Enrollment and E-mail Authorization Form

WHAT IS THE AUTO-PAY PROGRAM? Auto-Pay allows your water/sewer/garbage 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/garbage 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/garbage bill. When you authorize Auto-Pay, you are giving the City of Tawas City permission to withdraw the amount of each water/sewer/garbage 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; the bottom left portion will state "AUTO DRAFT DO NOT PAY." The amount of the bill will be withdrawn on the 20th of the month. If the payment date falls on a weekend or holiday, the transaction will be made on the next business day.

WHAT IF MY BANKING INFORMATION CHANGES? Please notify the City of Tawas City 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 ten (10) business days prior to the due date.

HOW DO I CANCEL MY AUTOMATIC BILL PAYMENT PLAN? Complete the Cancellation Request Form and return to the Water department office at least ten (10) business days prior to the due date.

Auto-Pay Enrollment Authorization-City of Tawas City Water/Sewer/Garbage Bill

I authorize the City of Tawas City to deduct payments from the account listed below. I understand that I control my payment, and if I decided to cancel or request any changes to this service, I will give the City of Tawas City notice of at least ten (10) business days prior to the due date.

New Change – effective date: _____

Account Number(s): _____ Service Address: _____

Mailing Address: _____

Name (as shown on your bill): _____

Phone: _____ Email: _____

Type of Bank Account Checking Savings

Financial institution: _____ Account Number: _____

ABA/Routing Number: ____ - ____ - ____ (9 digits on bottom left corner of check)

Authorized Account Holder's Signature: _____ Date: _____

ELECTRONIC MAILING AUTHORIZATION (Utility Bills Only)

I authorize the City of Tawas City to email my monthly utility bill to the email address indicated below. I understand that the monthly utility bill is the only statement that will be emailed and that I will no longer receive a printed utility bill. I will notify the City of Tawas City if I wish to receive a printed utility bill again. Further, I understand that failure to receive the electronic bill does not waive penalties.

Service Address: _____ Phone: _____

Name (as shown on your bill): _____ Email: _____

Authorized Account Holder's Signature: _____ Date: _____

Please attach voided check (if checking account is selected) or voided deposit slip (if savings account is selected).
A voided check or deposit slip MUST be attached to enroll in the City of Tawas City Auto-Pay program.
Auto-Pay applications must be received ten (10) business days prior to Water/Sewer/Garbage bill due date.
Mail completed form to: City of Tawas City Water Dept., 550 W. Lake St., PO Box 568, Tawas City, MI 48764
**If you receive a City of Tawas City water/sewer/garbage bill, you are eligible to enroll in the Auto-Pay program*