



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still receive a bill; the bottom left portion will state **"ENROLLED IN AUTO DRAFT."** The amount of the bill will be withdrawn on the 20th of the month.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 decide to enroll/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*