



Tawas City Auto-Pay Enrollment and Email Authorization Form

WHAT IS THE AUTO-PAY PROGRAM? Auto-Pay allows your Tawas City 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? Auto-Pay offers you the convenience of making time-sensitive payments without having to write a check or relying on timely delivery through the mail. Even if you are away, your 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 bill. When you authorize Auto-Pay, you are giving the City of Tawas City permission to initiate a transaction each month to transfer a payment in the amount of your bill from your checking or savings account to the City's account. The withdrawals are managed by your financial institution, and your monthly bank statement will indicate when the withdrawal was made and the amount of the withdrawal.

WILL I STILL RECEIVE A BILL? Yes. You will still receive a bill that will state **"ENROLLED IN AUTO DRAFT."** The amount of the bill will be withdrawn on the due date. If the payment date falls on a weekend or holiday, the transaction will be made on the next business day for utility bills and on the prior business day for property taxes.

WHAT IF MY BANKING INFORMATION CHANGES? Please notify the City of Tawas City of any changes in banking information by resubmitting this form 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 AUTO-PAY? Notify City Hall in writing at **least ten (10) business days** prior to the due date.

Tawas City Account Information

Name (as shown on your bill): _____ Service Address: _____

Phone Number: _____ Email Address: _____

UTILITY BILLS Account Number(s) _____

PROPERTY TAXES Parcel Code(s) _____

For Property Taxes, please choose a payment date for each payment: SUMMER [Jul 31] [Sep 30] WINTER [Dec 31] [Feb 14]

Auto-Pay Enrollment

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 of the bill.

Effective Date: _____ [☐] New [☐] Change [☐] Cancellation

Type of Bank Account: [☐] Checking [☐] Savings

Financial institution: _____

Account Number: _____

ABA/Routing Number: _____ - _____ - _____ (9 digits on bottom of check)

Please attach a voided check or deposit slip, whichever is applicable, with this form. A voided check or deposit slip **MUST** be attached to enroll in the City of Tawas City's Auto-Pay program.

Email 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 my email address changes or if I wish to receive a printed utility bill again. Further, I understand that failure to receive the electronic bill does not waive penalties.

Authorized Account Holder's Signature: _____ Date: _____