

AUTOMATIC WATER/SEWER BILL PAYMENT ENROLLMENT FORM

**FORM MUST BE RECEIVED 7-10 BUSINESS DAYS PRIOR TO DUE DATE TO BE WITHDRAWN AUTOMATICALLY

Payments will be deducted on the 10th of every month or first business day following the 10th.

NEW ENROLLMENT

CHANGE ENROLLMENT INFORMATION

1. Complete the contact information requested below:

NAME: _____

SERVICE ADDRESS: _____

DAYTIME PHONE: _____

UTILITY BILL ACCOUNT NUMBER(S): 4 LETTERS, 12 NUMBERS (AAAA-00XXXX-XXXX-XX)

EMAIL ADDRESS (PLEASE PRINT CLEARLY): _____

Required: This will also set you up for paperless billing.

2. Provide your signature for authorization:

I hereby authorize the Village of Millington to deduct my water/sewer bill from my checking or savings account listed below. I understand that there is a \$0.25 fee for this service. I acknowledge that the origination of ACH transactions must comply with the provisions of U.S. law. **I understand that I control my payments and if at any time I decide to discontinue this service I will submit the "Cancellation Form" directly to the Village of Millington's Office 7-10 business days prior to the due date.** If the balance in my account is not sufficient to cover the electronic payment, a \$35 NSF fee will be added to my account in addition to the late penalty and I will be terminated from the program. I understand that I would then have to reapply for this service. If I second NSF is received, I understand that I will be permanently removed from this service and will not be eligible to reapply.

THIS FORM CANNOT BE PROCESSED WITHOUT YOUR SIGNATURE

Handwritten Signature (Required): _____

Date: _____

3. Provide the required financial information below:

To ensure the correct account number is used for this electronic payment and to obtain the ABA/routing number, please contact your financial institution for assistance.

Name of Financial Institution: _____

ABA/Routing #: _____

Checking Account #: _____

OR

Savings Account #: _____

4. Return completed form - Mail: Village of Millington Clerk's Office
P.O. Box 261
Millington, MI 48746

In Person: 8569 State St. Millington, MI 48746

PLEASE CALL THE VILLAGE OFFICE WITH ANY QUESTIONS CONCERNING THIS FORM 989-871-2702

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VILLAGE OF MILLINGTON AUTOMATIC WATER/SEWER/GARBAGE BILL PAYMENT

FREQUENTLY ASKED QUESTIONS

What is Automatic Bill Payment?

Customers can authorize the Village of Millington to automatically withdraw water/sewer/garbage payments electronically from a customer's checking or savings account on the due date. Customers receive the monthly bill in advance before the payment is deducted. No checks...no postage...no late payments...no hassles.

Automatic Bill Payment costs \$.25 per transaction (one per month) and is easy to use. For more information, please call 989-871-2702 or visit our website www.millingtonvillage.org.

How does a customer enroll in the Automatic Bill Payment program?

Customer completes steps 1-4 on the Automatic Bill Payment Form and returns it to the Village of Millington Clerk's Office, 8569 State Street, Millington, MI 48746.

How long does it take to get on the plan?

As long as the enrollment form is received 7-10 business days prior to your due date, it will be applied to the current bill. Please follow up with the Village Office to confirm that your form was received.

How will the customer know the amount of the bill?

Customers will continue to receive their monthly bill before the payments are deducted from their accounts. Utility bills fluctuate due to usage and should be taken into consideration when submitting an enrollment form for the Automatic Bill Payment.

How does the customer know that the bill has been paid?

Each bill paid by Automatic Bill Payment will be clearly itemized on your financial institution's account statement and you may login to your account on the Village website to view your utility bill. Payments are processed on the **10th of each month** or the next business day if the 10th falls on a weekend or holiday.

What if a customer changes financial institution?

The customer must complete a new enrollment form.

Can a customer withdraw from the program?

Yes. The customer can complete the Cancellation Form and return it the Village Office. Cancellation form must be received 7-10 business days prior to due date to apply to current bill.

Can a customer be cancelled from the program?

Yes. The customer is cancelled immediately upon receipt of an Automatic Bill payment returned for insufficient funds, incorrect account number, stopped payment, etc... The customer is allowed to reapply once. Upon the second returned payment, the customer will no longer be eligible for this program.

Can Final Reads be paid through Automatic Bill Payment?

No. Final Reads must be paid by check, cash or credit card. A request for a Final Read automatically cancels a customer from Automatic Bill Payment.

Who can I contact for more information about Automatic Bill Payment?

Contact the Village of Millington Office at 989-871-2702.

PLEASE CALL THE VILLAGE OFFICE WITH ANY QUESTIONS CONCERNING THIS FORM 989-871-2702

CANCELLATION OF AUTOMATIC BILL PAYMENT

I hereby authorize the Village of Millington Clerk's office to terminate my enrollment in the Automatic Bill Payment Program for my Water/Sewer/Garbage account. I no longer wish to have my Village Utility account payments automatically bank drafted from my bank account. I understand that I must submit this Cancellation Form 7-10 business days from the 10th for it to take effect in the current month.

UTILITY ACCOUNT #: _____

SERVICE ADDRESS: _____ MILLINGTON, MI 48746

LAST NAME: _____

FIRST NAME: _____

NAME OF FINANCIAL INSTITUTION:

TERMINATION DATE: _____

CUSTOMER SIGNATURE: _____