



Utility Payment Automatic Transfer Authorization

In order to provide convenient monthly payments of water/sewer bill, I authorize the City of Lapeer to transfer funds from my checking/savings account for the utility account designated below. The total amount authorized to be transferred each month will be the amount of my bill. I understand that if my bank cannot pay this transfer, my account will be considered delinquent. This authorization includes any adjusting entries to correct errors.

The utility account is in the name of: _____	Service Address: _____
Bank Routing # _____	Utility Account # (from water/sewer bill) _____
Bank Account Number: _____	Name/Address/Phone # of Financial Institution: _____
<input type="checkbox"/> checking (Attach voided check)	_____
<input type="checkbox"/> savings (Bank Routing # and Account # to be completed by your financial institution for Savings Only)	_____
	(Bank phone #) _____
Account Holder's Name(s): _____	Customer's Phone Number: _____
_____ (Print Name)	X _____ (Signature / Date)
_____ (Print Name)	X _____ (Signature / Date)
All parties of a joint account must sign and date this authorization.	

Important Information for Automatic Water/Sewer Payment Customers

- Your payment will be withdrawn on the due date of your monthly bill.
- Please continue to make payments until your bill states that payment is being made by automatic transfer.
- We are not able to debit Money Market or Investment Accounts.
- We will try to debit your bank account once. If there are insufficient funds, a non-sufficient funds (NSF) fee will be added to your utility account, automatic payment will be suspended, and you will be responsible for making payment to the Treasurer's Office. Automatic payment will resume when your account has been brought current. If a utility account is NSF more than twice, it will be removed from the auto-payment plan.
- This authorization will continue in effect until the utility customer notifies the City of Lapeer in writing at least 10 days prior to the next billing.
- Authorization form and/or termination notice may be mailed to **City of Lapeer, P.O. Box 1030, Lapeer, MI 48446** or placed in drop box at back door of City Hall.

Please allow up to two billing cycles for automatic payments to be activated.