

# City of Grosse Pointe Park

15115 EAST JEFFERSON AVENUE • GROSSE POINTE PARK, MICHIGAN 48230 • PHONE (313) 822-6200

## Automatic Debit Payment Sign-Up Form

The Grosse Pointe Park Water Department is now ready to sign up all water customers with ACH debit payment for paying your water bill. This service will allow you to have the City's water department deduct the balance of your water bill from your bank checking account on the due date. Once it is established, you will never have to pay a late fee or worry about your mailed check arriving at City Hall; and no more changing your mailing address when you are out of town.

Many of our residents already have utility, loan and mortgage payments deducted from their checking accounts, so they are aware of how quick and simple the process is. Please fill out the form below and return it, along with a voided check, to the Grosse Pointe Park Water Department, 15115 East Jefferson Ave., Grosse Pointe Park, MI 48230. Please contact the water department with any questions or concerns at 313-822-6200.

Additional information (please read carefully):

1. You will receive your water bill in the mail as always. When the ACH debit is set up, the pay stub will have "Do not pay" printed at the bottom. The funds will be deducted from your checking account on the due date.
2. After you sign up for the service, the first bill you receive will NOT be deducted from your account. Your bank information must first be 'Pre-noted', which means: the information received from you must first be verified with the bank to confirm its accuracy. If we do not receive an error message from our bank, then the information was deemed accurate, and the ACH debit will occur will your next billing.
3. Final payments will never be automatically deducted. When a final read is requested, the auto draft information will be inactivated.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

WATER ACCOUNT #(S): \_\_\_\_\_

I hereby agree to allow the CITY OF GROSSE POINTE PARK to deduct, from my checking account, the balance owing on my water bill on its bimonthly due date.

SIGNATURE: \_\_\_\_\_

**ATTACH VOIDED CHECK TO FORM**