

# Bill Pay Made Easy!

## Automatic Bill Payment

With Automatic Bill Payment, you can have your water bill automatically paid from any participating bank electronically from your checking or savings account.

- No credit/debit card fees
- Payments always on time

All you need to do is make sure there is enough money in your account to cover the bill, and then record the payment in your records.

With automatic bill payment, you will continue to receive a periodic billing statement with the notation **BANK DRAFT ON FILE—DO NOT PAY**. Your payment will automatically be withdrawn from your account on the due date of the bill.

### How to sign up:

Complete this form and return back to:

City of Garden City  
Water Department  
6000 Middlebelt Rd  
Garden City, MI 48135

### If you have any questions or concerns regarding this service:

Please contact the Water Department at (734) 793-1630. Since the payment will not be deducted until the due date, you should have plenty of time to add money into your personal account.

## Questions & Answers

### How long does it take to get on the plan?

Depending on when you sign up, most accounts will be converted within 30 days. You should continue to pay normally until you are notified on your water bill.

**BANK DRAFT ON FILE—DO NOT PAY**

### Is there a cost to use the ACH Payment Plan?

The City of Garden City will not charge you a fee for ACH payments, please check with your financial institution regarding any fees they may charge you for this service, for which you will be responsible.

### What if I didn't have enough money in my account at the time of withdrawal?

If there are insufficient funds in your account, it will be treated as a non-sufficient funds (NSF) payment and a fee will be assessed to your account.

### Can I withdraw from the program?

Yes, you will need to notify the Garden City Water Department at least **30 days prior** to a scheduled ACH transaction **in writing** when you wish to discontinue the service.

### How can I change the bank account from which my ACH payments are withdrawn from?

Submit a new Authorization form to Garden City Water Department at least (30) days prior to a scheduled ACH transaction.

## Automatic Bill Payment Authorization Form

Customer Name \_\_\_\_\_

Service Address \_\_\_\_\_

City \_\_\_\_\_

State/Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Name of Financial Institution \_\_\_\_\_

Nine Digit ABA/Routing Number \_\_\_\_\_

Checking Account # \_\_\_\_\_

OR

Savings Account # \_\_\_\_\_



To ensure accuracy, please contact your financial institution to verify the correct ABA and account number.

I authorize the City of Garden Water Department to deduct my payment from my checking or savings account listed. I understand that I can discontinue this payment service at any time by notifying the City of Garden City in writing.

Signature \_\_\_\_\_

Date \_\_\_\_\_