

**CITY OF ESSEXVILLE  
Direct Payment Enrollment Form**

Follow these 4 easy steps to set up direct payment of your utility bill:

1. Complete the contact information requested below (please print):

Name:

Service Address:

Mailing Address:

Daytime Telephone Number:

Home Telephone Number:

Utility Billing Account Number:

E-mail address:

2. Provide your signature for authorization:

I authorize the City of Essexville to deduct my water/sewer utility billing payments from my checking or savings account listed below on the 15<sup>th</sup> of the month the bill is due. I understand that all information here will remain confidential.

**THIS FORM CANNOT BE PROCESSED WITHOUT YOUR SIGNATURE**

Signature:

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**. We are not able to debit Money Market or Investment Accounts.

Name of financial institution:

ABA/Routing number:

(nine digit number, located in the lower left-hand corner of your check)

Checking Account Number:

**OR**

Savings Account Number:

4. Copy this form for your records and return the original form to:

City of Essexville  
City Treasurer  
1107 Woodside Avenue  
Essexville, MI 48732

**Additional Information:**

We will attempt to debit your bank account once. If there are insufficient funds, a non-sufficient funds (NSF) fee will be added to your utility account and you will be responsible for making payment to the City 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 Essexville in writing at least ten (10) days prior to the next billing.