

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 15th 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

5. 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.