

# Want More Time?

Join our

## Automatic Bill Payment Plan



## Now You Can Pay Your Sewer Bill Direct From Your Bank Account!

*Your payment will always be on time!*

NO CHECKS • NO POSTAGE • NO LATE PAYMENTS

### Quick Answers To Your Questions.

**Q.** How does Automatic Bill Payment work?

**A.** Mail your completed enrollment form (steps 1-3). Once set-up, Delhi Township will withdraw your payment automatically on the due date. Allow 30-60 days for automatic bill payments to become effective.

**Q.** How will I know the amount of my bill?

**A.** Delhi Township will send a billing statement at least 10 days before it is due indicating the variable amount. Your automatic payment will be reflected on your next checking/savings account statement.

**Q.** Is there a charge for the service?

**A.** No. The Automatic Bill Payment Plan is offered by Delhi Township free of charge. Most financial institutions do not charge for the service. Contact yours to be sure.

**Q.** Can payments be withdrawn from a savings account?

**A.** Yes, however some savings and money market accounts can accept these transactions and some cannot. Contact your financial institution for information about your specific account.

**Q.** What if I have a question about my bill?

**A.** Call the Delhi Township Treasurer office (517) 694-0333.

**Q.** What if I need to make a change?

**A.** If you change your checking/savings account, a new enrollment form will be required. Again, allow 30-60 days for processing. If you decide to cancel your participation in the plan, simply write Delhi Township.

## Automatic Bill Payment Enrollment Form

Follow these 4 easy steps to maximizing your leisure time!

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

Name (as shown on your bill) \_\_\_\_\_

Service Address \_\_\_\_\_ Acct # \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Go Green! Go paperless!  
Check this box for sewer e-bills and  
enter your email address below.

### #2 Provide your signature for authorization: Email: \_\_\_\_\_

I authorize Delhi Township to deduct my sewer payment from the checking or savings account listed below. I understand that I control my payments and if at any time I decide to discontinue this payment service I will notify Delhi Township 15 days in advance in writing. I also understand that all information provided will remain confidential.

PLEASE  
SIGN!

**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.**

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

ABA/routing number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Checking Acct # \_\_\_\_\_ or Savings Acct # \_\_\_\_\_

**\* COMPLETE # 1, 2 & 3 AND RETURN IN ENCLOSED ENVELOPE \***

### #4 Complete this section and remove this panel to keep for your records:

On (insert today's date) \_\_\_\_\_ I authorize Delhi Township to withdraw my payments using the following financial institution information. I need to allow up to 60 days for Automatic Bill Payment to go into effect.

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

Account Number: \_\_\_\_\_  Checking or  Savings



**DELHI CHARTER TOWNSHIP**  
2074 AURELIUS ROAD HOLT, MICHIGAN 48842-6320  
PHONE: (517) 694-0333 FAX: (517) 694-3434

I will continue to receive a statement each month showing the amount deducted from my bank account.