



UTILITY PAYMENT AUTOMATIC TRANSFER AUTHORIZATION
Village of Birch Run

In order to provide convenient payments of my water/sewer bill, I authorize the Village of Birch Run to transfer funds from my checking/savings account for the utility account designated below. The total amount authorized to be transferred each quarter will be the amount of my bill. I understand that if my bank cannot pay this transfer, my account will be considered delinquent. This authorization includes any adjusting entries to correct errors.

The Utility Account is in the Name of:	Service Address:
_____	_____
Bank Routing #	Utility Account #
_____	_____
Bank Account Number:	Name of Financial Institution:
_____	_____
Checking *	_____
_____	_____
Savings **	_____
_____	_____
Account Holder's Name(s):	Telephone Number:
_____	_____
(Print Name)	(Signature/Date)
_____	_____
(Print Name)	(Signature/Date)
<i>Both parties of a joint account must sign and date this authorization</i>	

* A voided check must be attached

** Bank Routing # and Account # to be completed by your financial institution

Important Information for Automatic Water/Sewer Payment Customers

- > Your payment will be withdrawn on the 15th of the month that the monthly bill is due
- > Please continue to make payments until you are notified by the Village that payments are being made by automatic transfer
- > We are not able to debit Money Market or Investment Accounts
- > 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 Village 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 Village of Birch Run in writing at least ten (10) days prior to the next billing.

Please allow up to two billing cycles for automatic payments to be activated.

Authorization form and/or termination notice may be mailed to **Village of Birch Run, 12060 Heath St, Birch Run, MI 48415** or placed in drop box at the Village Office