



Village of Birch Run
12060 Heath Street
PO Box 371
Birch Run, Michigan 48415
Phone: (989) 624-5711 Fax: (989) 624-9681

UTILITY PAYMENT AUTOMATIC TRANSFER AUTHORIZATION

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: _____	Name of Financial Institution: _____
Service Address: _____	Bank Routing Number: _____
Utility Account Number: _____	Bank Account Number: _____
Telephone Number: _____	☐ Checking ☐ Savings * A voided check may be required
_____	Bank Account Holder's Name (Print) _____
Date _____	Bank Account Holder's Signature _____

Important Information for Automatic Water/Sewer Payment Customers:

- Your payment will be withdrawn on the 15th of the month that the quarterly bill is due, unless it is a holiday, which will revise the withdrawal date to the next business day
- We are not able to debit Money Market or Investment Accounts
- We will attempt to debit your 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.