

# AUTOMATIC BILL PAYMENT ENROLLMENT FORM

**Never pay a late fee again for you water/sewer or tax bills! Have them automatically deducted from your checking or savings account on the due date.**

I hereby authorize the City of Sylvan Lake to initiate debit entries and to initiate, if necessary, credit entries from/to 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 the city in writing (minimum 1 week) giving reasonable opportunity to act on it. I acknowledge and agree that a NSF fee shall be charged in the event funds are insufficient to pay the full amount at the time of withdrawal and all penalties and interest will apply. The withdrawals and adjustments authorized hereunder will be made electronically and under the Rules of Michigan Automated Clearing House Association. If the City receives (2) non-sufficient fund notices from the bank in any twelve (12) month period, the customer will be notified by the city of the NSF notices and be placed on a cash basis for paying City utility bills.

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

Service Address \_\_\_\_\_

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

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

Daytime Phone (    ) \_\_\_\_\_

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

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature (\*) \_\_\_\_\_ Date \_\_\_\_\_

(\*) Two signatures required for accounts in joint names.

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

ABA/Routing Number \_\_\_ \_\_\_ \_\_\_ - \_\_\_ \_\_\_ \_\_\_ - \_\_\_ (9 digits on bottom of check)

**To ensure the correct account number is used for this electronic payment and to obtain the ABA/routing number please contact your financial institution.**

Checking Account No. \_\_\_\_\_

OR

Savings Account No. \_\_\_\_\_

### BILLS TO AUTO DEBIT

Water/Sewer - Account No: \_\_\_\_\_

Summer/ Winter Taxes - Parcel ID No: \_\_\_\_\_

WINTER TAXES DEDUCTED ON **DECEMBER 30<sup>TH</sup>** OR **FEBRUARY 14<sup>TH</sup>**.

(Circle One)