



**Moving Forward, Working Together**

## Village of Cass City

Direct Payment (ACH) Enrollment Form

Stop writing checks! You can now sign up for direct checking or savings account payment for Water/Sewer bills in four easy steps!

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

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

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

E-mail address: \_\_\_\_\_

**STEP 2:** Provide your Village of Cass City service address (address where meter is located):

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

**STEP 3:** Provide your bank account information:

Name of financial institution: \_\_\_\_\_

ABA/Routing/Transit Number:

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Checking Account # \_\_\_\_\_ -or- Savings Account # \_\_\_\_\_

**To ensure the correct account number is used for electronic payment and to obtain the ABA/Routing Number, please attach a voided check or *CALL YOUR FINANCIAL INSTITUTION FOR ASSISTANCE.***

**STEP 4:** Provide your signature for authorization:

I authorize the Village of Cass City to deduct my payments from the checking or savings account listed above. I understand that all information provided will remain confidential. I understand that I can discontinue this payment service at any time by notifying the Village of Cass City **in writing** with a 2-week notice. I understand that if my payment is returned for any reason an NSF fee will be charged, the payment will be reversed, and late penalties will be applied to my account.

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

**Send Completed Form to:**  
Village of Cass City  
6506 Main St, Cass City, MI 48726



June, 2013

## AUTOMATIC BILL PAYMENT FOR VILLAGE UTILITIES

The Village of Cass City is now offering **Automatic Bill Payment (ACH)** at no charge for both our residential and commercial water/sewer customers. With direct payment for water/sewer bills, customers can save time, save postage or a trip to the Municipal Building, and avoid late penalties by having their water/sewer bill payments debited from their checking or savings account without having to write checks.

To sign up, simply complete the attached **Direct Payment (ACH) enrollment form** and mail it to the Village of Cass City or deliver it in person. Then allow 30 days for processing. You will continue to pay your water bills as you normally would until you receive a bill that states "Bank account drafted for."

You will continue to receive a water billing statement approximately 21 days before it is due indicating the amount due and the due date. **Your payment will be automatically withdrawn from your designated bank account on the 25<sup>th</sup> of the month, or the next business day.** This will allow one week prior to the due date for the unexpected.

If you change banks, you will need to complete a new enrollment form and allow approximately 30 days for the change to go in effect. If you close a bank account without notifying the Village or there are insufficient funds, you will be charged a non-sufficient fund fee, the payment will be reversed, and late penalties will be applied to your account.

If you feel there is an error on your water bill, you must contact the Village no less than 14 days before the due date of your bill, and we will not debit your bank account for that particular bill. You will then have to pay any revised bill in a traditional manner.

You may discontinue this service at any time by notifying us in writing 2 weeks in advance.

Please call the Village of Cass City at (989) 872-2911 if you have additional questions.

**In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.**

**To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.**

**6506 Main St., P.O. Box 123, Cass City, MI 48726 \* 989-872-2911 \* Fax 989-872-4855 \*  
TTY 989-872-4742 or e-mail: casscity.org**