

The  
City of Dearborn  
Water Department  
*introduces*

**Automatic  
Bill  
Payment**

***SIGN UP NOW!***  
*Send in the Payment  
Authorization Form  
Attached.*

**CITY OF DEARBORN  
WATER DEPARTMENT**

2951 Greenfield  
Dearborn, MI 48120  
943-2316

# Automatic Bill Payment

With our free Automatic Bill Payment Service, you can have your water bill automatically paid from any participating bank. Just complete the attached form, return it to us and start enjoying these benefits:

- No checks to write. No postage to pay.
- No more trips to pay your bill in person.
- Whether you're on a trip or sick at home, your water bill will be paid and your credit protected.
- No more embarrassments about forgetting to pay.

All you have to do is make sure there is enough money in your account to cover the bill and record the payments in your records.

With Automatic Bill Payment, you keep control of your water bill payments. You will continue to receive a quarterly billing statement with a notation stating "DO NOT PAY; AUTOMATIC PAYMENT PLAN." Two weeks later, your payment will automatically be deducted from your account on the due date.

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## QUESTIONS & ANSWERS

### ? *How long does it take to get on the plan?*

Depending on when you sign up, most accounts will be converted within 30-90 days. You should continue to pay normally until you are notified on your utility statement.

### ? *What if I have a question concerning the amount of my bill?*

You should call the Dearborn Water Division 10 days prior to the due date of your bill. We will see that your account is not debited until your question is satisfactorily answered.

### ? *What if there isn't enough money in my account?*

You should have enough time to deposit money into your account, as the deduction does not take place until the due date of your bill. If there are insufficient funds, it will be treated just like a check and a charge will be made against the account.

### ? *Can I withdraw from the program?*

Yes. You should notify the Dearborn Water Department in writing to discontinue the service.

### ? *How do I sign up?*

Just complete the enrollment form and attach a cancelled check (for your account no./ABA/routing #) and return the form to us.

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## AUTOMATIC BILL PAYMENT AUTHORIZATION FORM

Customer Name \_\_\_\_\_

Service Address \_\_\_\_\_ Water Account Number \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
*Please ensure the correct account is used for the electronic payment and to obtain the ABA/routing number, please contact your financial institution.*

Name of Financial Institution \_\_\_\_\_ ABA/Routing Number \_\_\_\_\_

Checking Account No. \_\_\_\_\_ or Savings Account No. \_\_\_\_\_

**I (we) hereby authorize the Dearborn Water Division to deduct my payment from the checking or savings account listed. I understand that I control my payments, and if at any time I decide to discontinue this payment service, I will notify the Dearborn Water Division.**

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