



City of Rockford

7 South Monroe

P.O. Box 561

Rockford, MI 49341-0561

616/866-1537

Pay Your Water and Sewer Bill Direct From Your Bank Account!

- **No Checks**
- **No Postage**
- **Your Payment Will Always Be On Time**
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How does Automatic Bill Payment work? Mail, email, or drop off your completed enrollment form to City Hall. Once you are set up, the City will withdraw your payment automatically on the due date. Allow 30-60 days for automatic bill payments to become effective.

How will you know the amount of your bill? The Utility Billing Department will send you a billing statement at least 20 days before it's due. Your automatic payment will be reflected on your billing statement and on your next bank statement. It will also be shown on your next water and sewer bill as payment received on your previous balance.

What if there is a question about your bill? Call the Utility Billing office 616/866-1537. If the amount due is in question, you may stop the automatic withdrawal at any time before the due date.

Is there a charge for the service? No. The Automatic Bill Payment Plan is offered by the City of Rockford free of charge. Most financial institutions do not charge for this service. Contact yours to be sure.

Can payments be withdrawn from a savings account? Yes, however some savings and money market accounts can accept these transactions and some cannot. Contact your financial institution for information about your specific account.

What if you need to make a change? If you change your checking/savings account, a new enrollment form will be required. Again, allow 30-60 days for processing. If you decide to cancel your participation in the plan, simply write to the City of Rockford.

The City of Rockford

7 South Monroe

P.O. Box 561

Rockford, MI 49341-0561

Phone: 616/866-1537 Fax: 616/866-6406

Utility Billing Office

Enrollment Form to pay Water/Sewer Bill by Direct Debit

1. Complete the following information requested below (please print):

Name: _____

Service address: _____

Mailing address: _____

City, State, Zip: _____

Daytime phone: _____

2. Provide the required financial information below:

To ensure the correct account number is used for this electronic payment and to obtain the ABA/routing number, **PLEASE ATTACH A VOID CHECK SO WE CAN VERIFY THE ACCURACY OF THE FOLLOWING:**

Name of Bank or Financial Institution: _____

ABA/Routing Number: _____

Account Number: _____

This is a (Check One): Checking Account _____ Savings Account _____

3. Utility Billing Account Number: _____

4. Provide your signature for authorization:

I authorize the City of Rockford to deduct the payment of my water/sewer bill from my checking or savings account listed above. I understand I control my payments and, if at any time I decide to discontinue this payment service, **I must notify the City in writing.** I also understand all the information provided will remain confidential.

Please sign: _____ Date: _____

***This form cannot be processed without your signature.**

***Final bills will not be taken automatically. They must be paid another way.**