



# Birch Run Township

8425 Main St. P.O. Box 152 Birch Run Michigan 48415  
Phone (989) 624-9773 Fax (989) 624-1177

## Utility Payment Automatic Transfer Authorization

In order to provide convenient monthly payments of water / sewer bill, I (we) authorize Birch Run Township to transfer funds from my (our) checking / savings account for the utility account designated below. The total amount authorized to be transferred each month will be the amount of my (our) bill. I understand that if my (our) bank cannot pay this transfer, my account will be considered delinquent and I will be responsible for all applicable fees. This authorization includes any adjusting entries to correct errors.

I understand this authority is to remain in full force and effect until Birch Run Township has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Birch Run Township a reasonable opportunity to act on it.

<b>The Utility Accounts is in the Name of:</b>	<b>Service Address:</b>
_____	_____
<b>Bank Routing #</b>	<b>Utility Account #</b>
_____	_____
<b>Bank Account Number:</b>	<b>Name of Financial Institution:</b>
_____	_____
_____ <b>Checking *</b>	_____
_____ <b>Savings **</b>	_____
<b>Account Holder's Name (s):</b>	<b>Telephone Number:</b> _____
_____	_____
<b>(Print Name)</b>	<b>(Signature/Date)</b>
_____	_____
<b>(Print Name)</b>	<b>(Signature/Date)</b>
<b>Both parties of a joint account must sign and date this authorization</b>	

\*A voided check must be attached

\*\* Bank Routing number and Account number to be completed by your financial institution.

### Important Information for Automatic Water / Sewer Payment Customers

- Your payment will be withdrawn on the 15<sup>th</sup> of the month that the monthly bill is due
- Please continue to make payments until you are notified by Birch Run Township that payments are being made by automatic transfer
- We are not able to debit Money Market or Investment Accounts
- We will attempt to debit your bank 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 Township Office according to NSF Policy. Automatic payment will resume when your account has been brought current. If a utility account is found to be liable for NSF charges more than twice, it will be removed from the auto-payment plan.

Authorization form and / or termination notice may be mailed to: **Birch Run Township, P.O. Box 152, Birch Run, MI. 48415** or, placed in the drop box at the **Township Office located at 8425 Main Street, Birch Run, MI. 48415**