



MUSKEGON CHARTER TOWNSHIP

AUTOMATIC BILL PAYMENT PROGRAM

With Automatic Bill Payment, you can have your utility bill automatically paid from any participating bank, savings and loan, or credit union account. Complete the attached form, return it, and start enjoying the following benefits:

- No check to write
- No postage to pay
- No trip to the Township to pay your bill
- Out of town or sick? Your bill will be paid on time (no penalty for late payment)

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

You will continue to receive a quarterly utility bill for residential and commercial accounts with the notation: **DIRECT DEBIT**.

For additional information regarding this service, please do not hesitate to contact the Muskegon Charter Township Treasurer at (231) 777-2555, ext 309 during normal business hours.

QUESTIONS AND ANSWERS

HOW LONG DOES IT TAKE TO GET ON THE PLAN? Depending on when you sign up, most account will be converted prior to the next bill. You should continue to pay until you are notified on your utility bill.

WHAT IF I HAVE A QUESTION CONCERNING THE AMOUNT OF MY BILL?
Contact the Treasurer's office at least 10 days prior to the due date of your bill.

CAN I WITHDRAW FROM THE PROGRAM? Yes. Notify the treasurer's department in writing when you wish to discontinue this service

WHEN WILL PAYMENT BE DEDUCTED? All payments will be automatically withdrawn from your designated account on the 20th of each month in which your bill is due. The payment will be for the full amount of the bill. If the 20th of the month falls on a weekend or holiday, the payment will be withdrawn on the next business day.

HOW DO I SIGN UP? Complete the attached enrollment form. Enclose a copy of a VOIDED check or savings deposit slip, and return it to:

**MUSKEGON CHARTER TOWNSHIP
TREASURER'S DEPARTMENT
1900 E APPLE AVE
MUSKEGON, MI 49442**

AUTOMATIC PAYMENT SIGN UP SHEET

Sewer Payment Information

Applicants Phone Number _____

Name _____

Service Address _____

City _____ State _____ Zip _____

Bank Name _____ Bank Routing Number _____

Account Number _____ Account Type: Checking / Savings

Start Date _____

Signature _____ Date _____

****All sewer payments are withdrawn on the 20th of the month the bill is due****

Sanitation (Garbage) Payment Information

Name _____

Service Address _____

City _____ State _____ Zip _____

Bank Name _____ Bank Routing Number _____

Account Number _____ Account Type: Checking / Savings

Start Date _____

Signature _____ Date _____

****All sanitation payments are withdrawn on the 20th of the month the bill is due****

****A Non-sufficient funds charge of \$25 will apply if Muskegon Charter Township attempts to debit your account and the funds are not available on the dates indicated above****