

# City of Wakefield

## Direct Payment (ACH) Enrollment Form

Stop writing checks! You can now sign up for direct checking or savings account payment for Utility 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 City of Wakefield service address (address where meter is located).

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

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

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

ABA/Routing/Transit Number: \_\_\_\_\_

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 City of Wakefield 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 City of Wakefield in writing with a 2-week notice. *I understand that if my payment is returned for any reason, a NSF fee will be charged and the payment will be reversed, which may result in late penalties and disruption of service.*

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

**Mail completed form to: City of Wakefield, 509 Sunday Lake St., Wakefield, MI 49968**

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

To sign up, simply complete the Direct Payment (ACH) enrollment form and mail it to the City of Wakefield or deliver it in person. Please allow 30 days for processing and continue to pay your utility bills normally until you receive a notification that the service is active.

You will continue to receive a utility billing statement approximately 20 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 Your payment will be automatically withdrawn from your designated bank account on the due date of your bill.

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

If you feel there is an error on your utility bill, you must contact the Utility Billing Department 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.

If you have additional questions, please call the City of Wakefield Utilities Department at (906) 229-5131, Ext. 1001. Utility Department hours are Monday-Friday, 8-12 PM.