

# CITY OF NEGAUNEE

## AUTOMATIC BILL PAYMENT FOR YOUR UTILITY BILL

With Automatic Bill Payment you can have your City of Negaunee utility bill paid directly from any participating bank, savings and loan, or credit union account. Complete the form at the bottom of this page, return it to City Hall and start enjoying the benefits of automatic utility bill payments.

### ADVANTAGES

- **No checks to write**
- **No postage to pay**
- **No trip to City Hall**
- **If you're out of town, your bill will be paid on time**
- **With auto pay you don't have to worry about late payments and penalties. Your bill is paid on time every month**
- **Helps the City of Negaunee control costs. The cost of sending out delinquent notices is reduced**
- **Gives employees at City Hall the opportunity to concentrate on areas that are most important to the citizens of Negaunee**

You will continue to receive a monthly utility bill showing the amount of your payment and the date the payment will be withdrawn from you account.

### QUESTIONS AND ANSWERS

- 1. HOW LONG DOES IT TAKE TO GET ON THE AUTOMATIC PAYMENT PLAN?**
  - a. Depending on when you sign up, most accounts will be converted prior to your next bill. You should continue to pay until you are notified on your utility bill that payment is being automatically withdrawn from your account. The bottom left corner of our utility bill will say "AUTO DRAFT DO NOT PAY" when set up.
- 2. WHAT IF I HAVE A QUESTION CONCERNING THE AMOUNT OF MY BILL?**
  - a. Contact the Treasurer/Utility Billing Department at 475-7700 ext. 16 at least 10 days prior to the due date of your bill.
- 3. WHEN WILL PAYMENTS BE DEDUCTED?**
  - a. All payments will be automatically withdrawn for your designated account each month on the 11<sup>th</sup> which is your due date. The payment will be for the full amount of each bill.
- 4. WHAT IF THERE IS NOT ENOUGH MONEY IN MY ACCOUNT?**
  - a. If there are insufficient funds in your account, your payment will be treated similarly to a check with insufficient funds. Your payment will be removed and any penalties will be applied to you account. A \$30.00 non sufficient fund fee will apply.

**PLEASE MAKE A COPY OF THIS DOCUMENT FOR YOUR RECORDS.**

### **AUTOMATIC UTILITY BILL PAYMENT AUTHORIZATION FORM (PLEASE PRINT)**

CUSTOMER NAME: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

MAILING ADDRESS (if different): \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ UTILITY BILL ACCOUNT NUMBER: \_\_\_\_\_

(If you have more than one utility bill, please complete a separate form for each account.)

I authorize the City of Negaunee Treasurer's Office to deduct my payment from the designated account. I understand that I can discontinue this payment service at any time by notifying the City of Negaunee in writing.

**Please attach a voided check or deposit slip with your financial institution name, routing number, and account number and return it with this form to: City of Negaunee Treasurer's Office, P.O. Box 70 Negaunee, MI 49866**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_