



## City of Grosse Pointe Farms

90 Kerby Road, Grosse Pointe Farms, Michigan 48236-3161  
phone 313 885.6600 fax 313 885.0917

### Automatic Debit Payment Sign-Up Form

The Grosse Pointe Farms Water Department is now ready to sign up all water customers with ACH debit payment for paying your water bill. This service will allow you to have the City’s water department deduct the balance of your water bill from your bank account on the due date. Once it is established, you’ll never pay a late fee or worry about your mailed check arriving at City Hall; and no more changing your mailing address when you’re out of town, either!

Many of our residents already are having utility, loan and mortgage payments deducted from your checking account already, so you know that the process is quick and simple. All you need to do is fill out the form below and return it, **along with a voided check**, to the Grosse Pointe Farms Water Department.

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#### CUSTOMER’S AUTO DRAFT INFORMATION

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

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

PHONE #: \_\_\_\_\_

I hereby agree to allow the CITY OF GROSSE POINTE FARMS to deduct from my checking account, the balance owing on my water bill on its quarterly due date.

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

*Attach Check Here*

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#### Additional information (please read carefully):

1. You will receive your water bill in the mail as always. When the ACH debit is set up, the pay stub will have “Do not pay” printed at the bottom. The funds will be deducted on the due date.
2. After you sign up for the service, the first bill you receive will NOT be deducted from your account. Your bank information must first be ‘Pre-noted’. What this means is that the information received from you must first be verified with the bank to confirm its accuracy. If we do not receive an error message from our bank, then the information was deemed accurate, and the ACH debit will occur with your next billing.
3. Final payments will never be automatically deducted. When a final read is requested, the auto draft information will be inactivated.