

**THE ALLENDALE WATER AND SEWER  
DEPARTMENT AUTOMATIC BILL PAY  
ENROLLMENT FORM**

In response to many requests from customers like you, we are happy to offer a payment option that will automatically pay your water and sewer bill from your checking account. Simply complete this enrollment form and return it to:

**Mail**

Allendale Water & Sewer Department  
PO Box 539  
Allendale, MI 49401

**Fax**

616-895-6670

**Email**

watersewer@allendale-twp.org

**It's just that easy.**

Your enrollment to, or termination from, the Automatic Bill Pay program will be completed within 30 days. The Water and Sewer Department reserves the right to incorporate Automatic Bill Payment program guidelines into the Water System Rules and Regulations.

**Authorization for Automatic Bill Payments**

I (print name of checking account holder),

\_\_\_\_\_

authorize my bank to make quarterly payments directly to Allendale Charter Township and post them to my bank account. Such payments shall be equal to the amount shown on the quarterly utility bill and payable on the due date shown on that bill. Adjusting entries to correct errors are also authorized. It is agreed that these withdrawals and adjustments may be made electronically and under the rules of the Automated Clearing House Association. This authorization will remain in effect until written notice of termination is given to Allendale Charter Township.

Name (as shown on bill): \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Checking Account #: \_\_\_\_\_  
(Attach a voided check or a copy if faxing or emailing.)

Bank Routing #: \_\_\_\_\_

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

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

The Allendale Water and Sewer Department invites you to select the easy way to pay your water/sewer bill with Automatic Bill Pay. Your participating bank can pay your water/sewer bill by deducting the bill amount automatically from your checking account. Save on writing checks, stamps, envelopes and avoid potential late fees. Simply fill out the attached form and leave your water/sewer payments to Automatic Bill Pay.

**Is it safe and secure?**

Yes, both the Allendale Water and Sewer Department and our financial institution are required to keep your banking information confidential.

**Will I still receive a bill?**

Yes, you will simply no longer need to write a check to make your payment. The payment will be automatically deducted on the due date as indicated on your bill.

**What if I don't agree with the amount charged?**

Contact the Water and Sewer Department at 895-6295 Ext. 1 as you normally would with a billing question. You will need to contact us at least 10 days before the due date to allow time to resolve your concerns.

**Once I send in this form will my next bill be paid automatically?**

NOT NECESSARILY. You will need to allow one week for your enrollment to be processed. Continue to pay as you normally would until your bill shows that you are participating in the Automatic Bill Pay program.

**What if I change banks/accounts?**

You will need to submit a new enrollment form. Contact the Water and Sewer Department at 895-6295 Ext. 1 and we will send one to you.

**What if my payment is returned by the bank?**

Payments may be returned by a financial institution for insufficient funds, closed accounts or other reasons. If your payment is returned for any reason, you will be charged a non-sufficient fund fee. The Water and Sewer Department reserves the right to discontinue your participation in the program if your payment is rejected more than once in a six month period. Your financial institution may also charge fees for rejected payments.

**How do I stop participating in the program?**

Cancellations must be received in writing. Simply call the Water and Sewer Department and we will send you a termination form. Your request will become effective within 30 days.

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**AUTOMATIC BILL PAY  
FOR YOUR  
WATER AND SEWER  
BILL**

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**ALLENDALE CHARTER  
TOWNSHIP**

**Allendale Water & Sewer Dept.  
6676 Lake Michigan Drive  
Allendale, MI 49401  
616-895-6295 Ext. 1**