



1100 W. Broad Street
Chesaning, MI 48616

Telephone: 989-845-3800 Fax: 989-845-2277

AUTO-PAY PROGRAM

Auto-pay allows your Village of Chesaning utility bill to be automatically deducted from your checking or savings account when you sign up for the program. Payment will be deducted around the 25th day of the month. You will still receive a bill each month, however rather than writing a check and bringing it in or sending one, it will be automatically withdrawn from your account saving you time and postage. There are no extra fees for signing up for the program. To enroll, please fill out the form below and attach a voided check or deposit slip.

Please Check One: New Applicant Change in Banking Information

Name: _____

Service Address: _____

Billing Address, if different: _____

Home Phone _____ Work Phone _____ Cell _____

Email: _____

Name of Financial Institution: _____

Account Type: Checking Savings

Routing Number: _____ Account Number: _____

Account Holders Name(s): _____

Please enroll me in the Auto Pay Program. I understand that my enrollment is strictly voluntary and will remain in effect until I cancel my participation in writing. I understand and agree that:

1. My account must be current (\$0.00 balance) to enroll in the program.
2. The Village of Chesaning can withdraw payment for my utility bills from my account listed above, around the 25th day each month. If there are any changes to my banking information or if I decide to cancel my enrollment into this program I will do so by the 10th day of the month. Any billing disputes must be resolved by the 15th day of the month.
3. An attempt to withdraw money will only take place once and it will be for the entire balance of the account. In the event that all funds are not in the account at the time of withdraw a non-sufficient funds (NSF) fee of \$45 will be added to my account and I will be removed from the Auto-Pay program until my account is brought current. Once the account is current, Auto-Pay will resume. If a utility account is NSF more than 2 times in a 6 month period, it will be removed from the Auto-Pay program.
4. Unless otherwise directed, I agree to receive my utility bill and Village Newsletter at the email address provided and will no longer receive a paper bill in the mail. If email is unavailable, paper bills will continue to be sent.
5. Autopay will take effect approximately 30 days after I enroll.
6. The Village of Chesaning reserves the right to cancel or terminate the Auto-Pay Program and/or my participation in the program at any time.

Signature: _____ Date: _____

Office Use Only:

Date Info Entered: _____ Entered By: _____

Voided Check or Deposit Slip Attached: Yes No Prenoted Box Checked: Yes No