CITY OF
PORTAGE
A Place for Opportunities to Grow

Treasury Office

Utility Payment Automatic Transfer Authorization

In order to provide convenient quarterly payments of my water/sewer bill, I authorize the City of Portage to transfer funds from my checking account for the utility account designated below. The total amount authorized to be transferred each quarter will be the amount of my bill. **I understand that if my bank cannot pay this transfer, my utility account will be considered delinquent**.

The account is in the name of:

_____

Service Address_____

Utility Account #_____
(from billing statement)

Bank Information

Checking Account #_____

Name and Address of Financial Institution:

_____

_____

_____

Account Holder's Signature_____ Date Signed_____

Account Holder's Name (print)_____ Drivers License#_____

Telephone Number_____ Date of Birth_____

- **Complete this form and mail it, ALONG WITH A VOIDED CHECK (DEPOSIT TICKET SLIPS CANNOT BE ACCEPTED) to the City of Portage Treasury Office, 7900 South Westnedge Avenue, Portage, MI 49002.**
- Your payment will be withdrawn from your bank 29 days after the bill date and will be shown on the billing statement.
- All automatic transfer authorizations will be affected the following billing cycle. Please continue to make payments until your bill states that payment will be bank drafted.
- **I acknowledge and agree that a $30.00 insufficient funds fee (NSF) shall be charged in the event funds are not available at the time of withdrawal.**
- The program may not be available to some financial institutions, please verify with your financial institution their participation prior to filling out the authorization form. Also Money Market or Investment Accounts are ineligible for debit.
- The City of Portage will attempt to debit your bank account once. If payment is returned by your bank, a non-payment fee will be added to your utility account along with late fees and you will be responsible for making payment to the Treasury Office within the time given. Automatic payment will resume when your account has been brought current. If a utility payment is returned for two billings by your bank, your account will be removed from the auto-payment plan.

Utility Payment Automatic Transfer Cancellation

Any changes, modifications or cancellations to the information (above) previously provided must be submitted in writing at least two calendar weeks prior to the next scheduled draft date.

_____ **I request to cancel my automatic transfer.**

Account Holder's Signature_____ Service Address_____

Account Holder's Name (print)_____ Date Signed_____

Telephone Number_____ Utility Account #_____