PORTAGE
A Natural Place to Move

Finance & Purchasing Department
Treasury Office – (269) 329-4455

Utility Payment Automatic Transfer Authorization

New or Modified Request

Complete this form and mail it, along with a voided check (deposit ticket slips cannot be accepted), to:

City of Portage Treasury Office
7900 South Westnedge Avenue
Portage, MI 49002

Choose One: ___I request to **ESTABLISH** automatic transfer.
___I request to **MODIFY*** my previously established automatic transfer.

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 to the City of Portage as payment 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**.

PLEASE PRINT

Utility Account Information

Name on Utility Account _____ Service Address _____

Utility Account # _____

Financial Institution Information

Name of Financial Institution _____ Bank Routing # _____

Address (City, State, Zip Code) _____ Checking Account # _____

Financial Account Holder Information

Account Holder's Name _____ Driver's License# _____

Telephone Number _____ Date of Birth _____

Email _____

Signature _____ Date Signed _____

- Automatic transfer authorizations will be affected the billing cycle following receipt of this form. Please continue to make payments until your bill states that payment will be bank drafted.
- Payment for regular cycle utility bills will be withdrawn from the above noted financial account on the due date noted on the bill. Payment for final bills may be withdrawn from the account up to four (4) business days after the due date.
- The City of Portage will attempt to debit the financial account once. If payment is returned NSF, a non-payment fee will be added to the utility account along with late fees. The utility account holder will be responsible for making payment to the Treasury Office within the time given. Automatic payment will resume when the utility account has been made current. If a utility payment is returned NSF for two bill cycles, the utility account will be removed from the automatic transfer plan. **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.**
- Please contact the financial institution to verify the ability to process automatic payment prior to submitting this form. Money Market and Investment Accounts are ineligible for this program.
- Submission of a modification request will cancel the previously submitted financial institution / account information.

Cancellation Request*

_____ I request to CANCEL my automatic transfer.

Name on Utility Account _____ Utility Account # _____

Service Address _____ Telephone Number _____

Signature _____ Date Signed _____

Please make and keep a copy of this completed form for your records* Requests to modify or cancel automatic transfers must be submitted in writing at least two calendar weeks prior to the next scheduled draft date

Revised 3/2020