

Dear Water / Sewer Customer:

The City of Richmond is offering you the opportunity to pay your water/sewer bill through an automatic payment plan. The program is offered to you at no charge by the City. Most financial institutions do not charge for this service, however please contact your financial institution if you are unsure.

By completing the enrollment form below, your bill will be automatically deducted from your specified checking or savings account on the **bill due date**. **You are to pay your bill as you normally would until your water / sewer bill indicates "AUTOPAY"**. You will still receive a bill each quarter with the amount to be debited (total due). By signing this enrollment form, you acknowledge and agree that a \$20 NSF fee shall be charged in the event that funds are insufficient to pay the full amount at the time of the withdrawal, in addition to the 10% late penalty.

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**City of Richmond - Water / Sewer Direct Debit Enrollment Form**

for office use \_\_\_\_\_

Please print the following information:

Water Account #: \_\_\_\_\_

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

Water Account Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

ABA/Routing # (9 digits located on lower left of your check): \_\_\_\_\_

Checking or Savings Account #: \_\_\_\_\_

**\*A VOIDED CHECK OR SAVINGS ACCOUNT VERIFICATION IS REQUIRED FOR PROOF OF ROUTING & ACCOUNT NUMBER**

*I hereby authorize the City of Richmond to deduct my Water & Sewer payment from the account listed above on the due date of the bill. I agree that a \$20.00 NSF fee shall be charged in the event funds are insufficient to pay the full amount at the time of withdrawal, in addition to the 10% penalty. I may discontinue payments at any time by notifying the City of Richmond in writing. If a final water bill is requested, auto pay will be discontinued.*

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

**This form may be mailed with your w/s payment to City of Richmond, PO BOX 457, Richmond, MI 48062; placed in the drop box at City Hall, 36725 Division Road, Richmond, MI 48062; or faxed to 586-727-2489.**

\_\_\_\_\_ Initial for "Paperless Utility Billing" ....this form can be emailed to [akent@cityofrichmond.net](mailto:akent@cityofrichmond.net)  
*I elect to receive my bill electronically. I will keep my email address updated with the Utility Billing office, and I understand that failure to receive a bill does not exempt me from penalty or collection activity. I understand that I will no longer receive a paper copy of my bill.*