



Birch Run Township

8425 Main St. P.O. Box 152 Birch Run Michigan 48415
Phone (989) 624-9773 Fax (989) 624-1177

Utility Payment Automatic Transfer Authorization

In order to provide convenient monthly payments of water / sewer bill, I (we) authorize Birch Run Township to transfer funds from my (our) checking / savings account for the utility account designated below. The total amount authorized to be transferred each month will be the amount of my (our) bill. I understand that if my (our) bank cannot pay this transfer, my account will be considered delinquent and I will be responsible for all applicable fee's. This authorization includes any adjusting entries to correct errors.

I understand this authority is to remain in full force and effect until Birch Run Township has received written notification from me (or either of us) of it's termination in such time and in such manner, as to afford Birch Run Township a reasonable opportunity to act on it.

The Utility Accounts is in the Name of: _____	Service Address: _____
Bank Routing # _____	Utility Account # _____
Bank Account Number: _____	Name of Financial Institution: _____
_____ Checking *	_____
_____ Savings **	_____
Account Holder's Name (s): _____	Telephone Number: _____
(Print Name) _____	(Signature/Date) _____
(Print Name) _____	(Signature/Date) _____
Both parties of a joint account must sign and date this authorization	

** Bank Routing number and Account number to be completed by your financial institution.

Important Information for Automatic Water / Sewer Payment Customers

- Your payment will be withdrawn on the 15th of the month that the monthly bill is due
- Please continue to make payments until you are notified by Birch Run Township that payments are being made by automatic transfer
- We are not able to debit Money Market or Investment Accounts
- We will attempt to debit your bank account once. If there are insufficient funds, a non-sufficient funds (NSF) fee will be added to your utility account and you will be responsible for making payment to the Township Office according to NSF Policy. Automatic payment will resume when your account has been brought current. If a utility account is found to be liable for NSF charges more than twice, it will be removed from the auto-payment plan.

Authorization form and / or termination notice may be mailed to: **Birch Run Township, P.O. Box 152, Birch Run, MI. 48415** or, placed in the drop box at the **Township Office located at 8425 Main Street, Birch Run, MI. 48415**