

City of Madison Heights

DIRECT PAYMENT ENROLLMENT FORM

You can now sign up for direct checking or savings account payment for Water and Sewer bills in five easy steps!

STEP 1. Complete the contact information requested below (please print)

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime Phone (_____) _____

STEP 2. Do you want to receive your bill via email ___ YES ___ NO

Email Address _____

___ Check here if your mailing address is different then the address where the meter is located.

STEP 3. Provide your City of Madison Heights service address (address where meter is located):

STEP 4. Provide your signature for authorization:

I authorize the City of Madison Heights to deduct my payments from the checking or savings account listed below. I understand that I control my payments and if at any time I decided to discontinue this payment service, I will notify the City of Madison Heights Treasury Department in writing. I also understand that all information provided will remain confidential.

THIS FORM CANNOT BE PROCESSED WITHOUT YOUR SIGNATURE

Signature : _____ Date: _____

STEP 5. Provide your financial account information.

To ensure the correct account number is used for electronic payment and to obtain the ABA/Routing number please attach a voided check if available or call your financial institution for assistance.

Name of Financial Institution _____

ABA/routing number ____ - ____ - ____

Checking account # _____ or Savings account # _____

Please return this completed form to:

City of Madison Heights

Treasury Office

300 W. Thirteen Mile Road

Madison Heights, MI 48071

Fax: 248-837-2620

Email: natalielyon@madison-heights.org

Dear Water/Sewer Customer,

Re: Sign up for Direct Payment for Water and Sewer Bills Today!

The City of Madison Heights has been offering Direct Payment for Water and Sewer bills since early 2008. While we have seen this program grow to over 1,000 of our 11, 500 customers we are interested in expanding this program to the majority of the City including commercial businesses and accounts.

Enrollment is easy! Simply complete steps 1-4 on the enrollment form and mail, fax or email it to the City of Madison Heights. Then, allow 30 to 60 days for processing and continue to pay as you normally would until you receive a notification on your regular bill that the service is active.

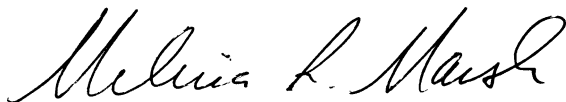
You will still receive a water/sewer bill statement (at least 10 days before it is due) indicating the amount due and the due date. On the due date, the payment is drafted from your account to pay the bill. This bill statement and your bank statement will serve as your receipt.

If you have concerns or questions about your bill please call the Treasury Department at 248.583.0845.

The City does not charge a fee for this service. Most financial institutions do not charge either.

If you change banks, you will need to complete a new enrollment form and allow approximately 30 days for the change to go into effect. If you decide to cancel your participation in the plan, simply notify us in writing either by mail, fax or email approximately thirty days in advance. Request must include your name and service address (address where meter is located).

Thank you,

A handwritten signature in black ink that reads "Melissa L. Marsh". The signature is written in a cursive style with a large, looped initial "M".

Melissa Marsh
City of Madison Heights