



# E-BILL ENROLLMENT FORM

**Go Green! Receive your water bill electronically**

The City of Plainwell is pleased to offer a paperless billing option to its customers. Instead of receiving a paper bill, you can sign up to receive your water bill electronically via email.

The benefits of E-bill are:

- The service is absolutely free
- You will have one less piece of mail to sort through
- You avoid mailing delays in receiving your bill
- By going paperless, e-bill saves trees, energy and resources

The E-bill will contain the same information that you are accustomed to seeing on your paper bill. The bill date, due date, amount due and other information will be the same. You will also be able to access your account through the City's website at [www.plainwell.org](http://www.plainwell.org) to view payment history and other details of your account.

Remember, if your email address changes, it is your responsibility to notify the City of your new email address.

Payment Methods:

The City of Plainwell offers a direct pay program where your payment can be directly debited from your bank account. This occurs on or around the 15<sup>th</sup> of each month. You will have time to review your bill and contact the City with any questions or concerns before the payment is debited. Contact the City for further information and a Direct Debit application form.

You may, of course, mail your check to the City or pay your bill at City Hall in person, or at the dropbox located in Fannie Pell Park. You may also pay online at [www.plainwell.org](http://www.plainwell.org) using your Mastercard, American Express or Discover card.

Please contact City Hall at (269) 685-6821 if you have any questions.



# E-BILL ENROLLMENT FORM

**Go Green! Receive your water bill electronically**

Sign up Today!

In order to sign up for this option, please complete the form and return it to City Hall using one of the following options:

Mail to the City of Plainwell at:

211 N. Main St.  
Plainwell, MI 49080

Fax to (269) 685-7282, deliver the form to City Hall, or use the dropbox in the parking area in Fannie Pell Park.

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\*\*\*\*Note: When enrolling for E-billing, all information must be completed in order to verify and secure your identity.

First and Last Name: \_\_\_\_\_

Utility Account Number: \_\_\_\_\_

Service Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Daytime Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Confirm Email Address: \_\_\_\_\_

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