



Dear Water / Sewer Customer:

The City of Plainwell offers you the opportunity to pay your water/sewer bill through our Direct Debit Service. This program is offered to you at no charge. Most financial institutions do not charge for the service. Please contact your financial institution if you are unsure.

By submitting the completed enrollment form below, your bill will be automatically deducted from your specified checking account on the bill due date. You are to continue to pay your bill as you normally would until your water/sewer bill indicates that you have been signed up for the service. You will still receive a bill each month with the amount to be debited (total due box.) By signing this enrollment form, you acknowledge and 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% late penalty.

If you need a new enrollment form because **you decide to cancel the Direct Debit Service or change bank accounts**, simply call (269) 685-6821, or write the Treasurer’s Department at 211 N. Main St., Plainwell, MI 49080. If you have any questions on this program, please call us at the above phone #, Monday – Friday, between 8:00am – 5:00pm. ****Keep a copy of your filled out enrollment form for your record****

****If you would like to sign up for paperless billing, please ask for the city’s E-bill Enrollment Form.***

City of Plainwell
Water/Sewer Direct Debit Enrollment Form

Please print the following information:

_____	New	_____	Update	_____	Cancel
-------	-----	-------	--------	-------	--------

Water/Sewer Account #: _____

Name: _____

Service Address: _____ City: Plainwell State: MI Zip Code: 49080

Mailing Address (if different): _____

Daytime Phone #: _____ E-mail Address: _____

Financial Institution: _____

ABA / routing # (9 digits located on the lower left of your checks): _____

Checking Account # _____

(A VOIDED CHECK IS REQUIRED FOR VERIFICATION OF ROUTING & ACCOUNT #)

I hereby authorize the City of Plainwell to deduct my water/sewer payment from the checking account listed above and 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% late penalty.

Signature: _____

Date: _____

This form may be mailed with your water/sewer payment; or mailed to City of Plainwell, Treasurer’s Department, 211 N. Main St., Plainwell, MI 49080; or placed in the Drop Box at City Hall; or faxed to (269) 685-7282