



Village of Suttons Bay
420 N Front Street
P O Box 395
Suttons Bay, MI 49682
231.271.3051
suttonsbay@suttonsbayvillage.org

DIRECT DEBIT AND/OR PAPERLESS BILLING APPROVAL FORM

By submitting this completed enrollment form below, your bill will be automatically deducted from your specific checking account on the bill due date. You are to continue to pay your bill as you normally would until your sewer water bill indicates that you are signed up for the service. You will still receive a bill each month showing the amount to be debited. By signing this enrollment form, you acknowledge and agree that a returned payment fee will be charged in the event the ACH payment record is returned for any reason at the time of the withdrawal in addition to the 10% late penalty. A new enrollment form must be filled out if you need to change bank accounts.

Paperless billing is also available to all water/sewer customers. If you choose this option, we will send your bill to the email address you provide on the day the meters are read. You will no longer receive any paper bills, unless you request to discontinue paperless billing.

Please fill out the following information for Direct Debit and/or paperless billing:

Water/Sewer Account Number: _____

Name: _____

Service Address: _____

Mailing Address: _____

Phone: _____

I want to sign up for paperless billing. Please send my bills to the following email address:

Email Address: _____

I want to sign up for direct Debit.

Financial Institution: _____

Routing Number: _____ Account #: _____

A voided check is required for verification of routing and account numbers*

I hereby authorize the Village of Suttons Bay to deduct my water/sewer payment from the checking account listed above and agree that a returned payment fee shall be charged in the event the ACH payment record is returned for any reason at the time of the withdrawal, in addition to the 10% late penalty.

Signature: _____ Date: _____