

## GREEN OAK CHARTER TOWNSHIP

### AUTOMATIC BILL PAYMENT PROGRAM

With Automatic Bill Payment, you can have your utility bill automatically paid from any participating bank, savings and loan, or credit union account. Complete the attached form, return it, and start enjoying the following benefits:

- No check to write
- No postage to pay
- No trip to the Township to pay your bill
- Out of town or sick? Your bill will be paid on time (no penalty for late payment)

All you have to do is make sure there is enough money in your account to cover the bill and remember to record the payment in your records.

You will continue to receive a quarterly utility bill for residential and commercial accounts with the notation: **DIRECT DEBIT.**

For additional information, regarding this service, please do not hesitate of contact the Green Oak Charter Township Treasurer at (810)231-1333 x118 or x119 during normal business hour or via email at [treasurer@twp.green-oak.mi.us](mailto:treasurer@twp.green-oak.mi.us).

### QUESTIONS AND ANSWERS

**HOW LONG DOES IT TAKE TO GET ON THE PLAN?** Depending on when you sign up, most accounts will be converted prior to the next bill. You should continue to pay until you are notified on your utility bill.

**WHAT IF I HAVE A QUESTION CONCERNING THE AMOUNT OF MY BILL?** Contact the Treasurers' office at least 10 days prior to the due date of your bill.

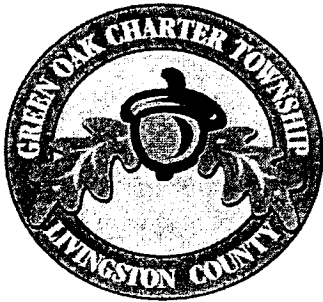
**WHAT IF THERE ISN'T ENOUGH MONEY IN MY ACCOUNT?** If there are insufficient funds, your payment will be treated similarly to a check with insufficient funds. Your payment will be removed and any penalties will be applied to your account (for late/non-payment).

**CAN I WITHDRAW FROM THE PROGRAM?** Yes. Notify the treasurers' department in writing when you wish to discontinue this service.

**WHEN WILL PAYMENTS BE DEDUCTED?** All payments will be automatically withdrawn from your designated account on the 25<sup>th</sup> of each month in which your bill is due. The payment will be for the full amount of each bill.

**HOW DO I SIGN UP?** Complete the attached enrollment form. Enclose a copy of a VOIDED check or savings deposit slip, and return to:

GREEN OAK CHARTER TOWNSHIP  
TREASURERS' DEPARTMENT  
10001 SILVER LAKE ROAD  
BRIGHTON, MI 48116



**AUTOMATIC BILL PAYMENT AUTHORIZATION FORM**

**Please Print Your Information**

**Customer Name:** \_\_\_\_\_

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

**Mailing Address:** \_\_\_\_\_  
**(If Different)**

**City/State/Zip Code:** \_\_\_\_\_

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

\_\_\_\_\_

**Account No:** \_\_\_\_\_

**(16-Digit Number on Utility Bill)**

**Please attach a voided check or savings deposit slip, with the financial institution name, routing number and account number. Return to Green Oak Charter Township Treasurers' office along with this form.**

**I authorize Green Oak Charter Township Treasurers' office to deduct my payment from the designated account. I understand that I can discontinue this payment service at any time by notifying Green Oak Charter Township in writing.**

\_\_\_\_\_  
**Signature** **Date**