



CITY OF GROSSE POINTE FARMS
90 KERBY RD.
GROSSE POINTE FARMS, MI 48236
PH#313-885-6600
www.grossepointefarms.org
email: waterbilling@grossepointefarms.org

Automatic Debit Payment Sign-Up Form

The Grosse Pointe Farms Water Department is now able to sign up all water customers with an ACH debit payment option for water bills. This service will allow you to have the City's water department deduct the balance of your water bill from your bank account on the due date. Once this option is established, you'll never pay a late fee or worry about whether or not the check you mailed arrived at City Hall. There will no longer be a need to change your mailing address with us when you're out of town.

This process is quick and simple. All you need to do is fill out the information requested below, print the form, sign it, **attach a voided check** and return it to the Grosse Pointe Farms Water Department. You can return the form by mail or in person, or deposit it in the white drop box behind City Hall at 90 Kerby Rd,

ACCOUNT INFORMATION

CUSTOMER NAME: _____

SERVICE ADDRESS: _____

E-MAIL ADDRESS: _____

PHONE NUMBER(S): _____

CHECK ONE: New Enrollment Change Bank Account

I hereby agree to allow the CITY OF GROSSE POINTE FARMS to deduct from my checking account, the balance owing on my water bill on its due date.

SIGNATURE: _____

DATE: _____

Additional information (please read carefully):

1. You will receive your water bill in the mail as always. When the ACH debit is set up, the pay stub will have "AUTO-DRAFT-DO NOT PAY" printed on the bottom. The funds will be deducted on the due date.
2. After you sign up for the service, it may take one billing cycle before your payments begin being deducted from your account. Your bank information must be 'Pre-noted'. What this means is that the information received from you must first be verified with the bank to confirm its accuracy. When the information is deemed accurate, the ACH debit will occur with your next billing.
3. The payments for Final Water Bills that are issued for real estate closings will never be automatically deducted. When a final reading is requested, the auto draft option will be deactivated for that account.