

Patricia Iazzetto
Trustee

Judith Zabicki
Clerk

Michelle Heit
Supervisor

Jack Rogers
Treasurer

Pete Rahm
Trustee



The Gateway of Michigan

August 23, 2019

AUTOMATIC WITHDRAWAL (ACH) FROM YOUR CHECKING OR SAVINGS ACCOUNT FOR YOUR UTILITY PAYMENT

We are pleased to announce that there is a new convenient way to pay your water and/or sewer bill. New Buffalo Township will implement payments by ACH withdrawals from your checking or savings account for your bills.

If you are interested in this, fill out the enclosed form, attach a voided check and send it back to the Township. If you want your payment to be withdrawn from a savings account, you will not be required to include a check since most savings accounts do not offer checks, but make sure to include the proper routing and account number.

The utility bills are sent out at the beginning of every other month: January, March, May, July, September, and November. If you sign up for the ACH withdrawal method, your payment will automatically be withdrawn from the account that you specified on the 20th day of these months. This will begin for the bill which comes out at the beginning of November, 2019.

Please return the enclosed form by October 1, 2019 in order to begin the ACH payments on November 20, 2019. If you have any questions concerning the automatic withdrawal of payments (ACH), please contact me at (269) 469-1011, ext. 101.

Also, even if you choose not to pay by ACH and would like to go green and help the Township reduce costs, you can choose to receive your bill by email rather than U.S. mail. To receive your bill by email, please fill out the bottom portion of this notice and return only this page to the Township.

Sincerely,

Kathie Butler
Utility Billing

TO RECEIVE BILLS VIA EMAIL (NO AUTOMATIC PAYMENT WITHDRAWAL)

Name on Bill: _____ Phone #: _____

Service Address: _____

Email Address (Print Legibly): _____

By signing below, I agree that my bill will be sent via email, and I will no longer receive a paper bill.

Signature: _____ Date: _____

Automatic Checking/Savings Payment Authorization

For Residential Water/Sewer Payments to New Buffalo Township

I hereby authorize **New Buffalo Township** to initiate debit entries to my account indicated below and the financial institution named below. I also authorize **New Buffalo Township** to make adjustments from this account in the event that an entry is made in error. I acknowledge the origination of ACH transactions to my account must comply with the provisions of U.S. law. I request the debit entries to occur in the following manner:

Withdraw every other Month, on the 20th day of the month beginning on **11-20-19**.

Homeowner's Name: _____

New Buffalo Township Service Address: _____

City, State, ZIP: _____ Phone Number: _____

Email address (to receive bill and payment information): _____

Financial Institution Name : _____

Routing number (9 digits): _____

Account number: _____

Account type: Checking Savings

I understand that by signing up for this service, I will receive my utility bill via e-mail and I will no longer receive a paper bill.

This authority is to remain in full force and effective until **New Buffalo Township** receives written notification from me of its termination in such time and in such manner as to afford **New Buffalo Township** and financial institution a reasonable opportunity to act on it.

Cancellation of ACH debit requires a minimum of 30 days notice.

Homeowner's Signature _____ Date _____

Please return this form along with a voided check to:

**New Buffalo Township
17425 Red Arrow Hwy.
New Buffalo, MI 49117**