



**Water Department**

**Direct Payment Enrollment Form**

**FOLLOW THE 4 EASY STEPS TO SETTING UP DIRECT PAYMENT OF YOUR WATER/SEWER BILL**

1. Complete the contact information requested below (please print):

Name: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Water Billing Account Number: \_\_\_\_\_ - \_\_\_\_\_

2. Provide your signature for authorization:

I authorize the City of Birmingham to deduct my water utility billing payments from my checking or savings account listed below. **I understand that I control my payments and if at any time I decide to discontinue this service, I will notify the City of Birmingham.** I also understand that all information here will remain confidential.

**SIGN HERE**

**THIS FORM CANNOT BE PROCESSED WITHOUT YOUR SIGNATURE**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. Provide the required financial information below:

To ensure the correct account number is used for this electronic payment and to obtain the ABA/routing number, **please contact your financial institution for assistance.**

Name of financial institution: \_\_\_\_\_

ABA/Routing number: \_\_\_\_\_

(nine digit number, may be located in the lower left corner of your checks)

Checking Acct. #: \_\_\_\_\_ or Savings Acct #: \_\_\_\_\_

4. Photocopy this form for your records.

5. PLEASE RETURN THE ORIGINAL WITH A **VOIDED CHECK** TO:

**City of Birmingham  
Water Department  
P.O. Box 3001  
Birmingham, MI 48012**

Office Use Only: Cycle # \_\_\_\_\_ Date Entry \_\_\_\_\_ Pre Authorization \_\_\_\_\_