

**CITY OF MONROE WATER & SEWER UTILITY BILLING
AUTOMATIC PAY PROGRAM / EBILLING**

AUTOMATIC PAY & EBILLING AUTHORIZATION AGREEMENT

- *Use black or blue ink only*
- *Fill in form online & print OR print form and type or print legibly*
- *Sign form before submitting*
- *Attach a voided check (checking account) or deposit slip (savings account) to this completed agreement.*

**Mandatory Fields to be completed*

*New or *Change

The customer hereby authorizes the City of Monroe to debit their ***Checking Account** or ***Savings Account** at the financial institution named below. The customer acknowledges that the origination of ACH transactions to their account must comply with the provisions of U.S. law. The City of Monroe and the customer agree to abide by all applicable ACH operating rules.

Should the electronic debit to the customer's account be returned for lack of sufficient funds or incorrect account information, the customer will need to pay their bill by cash, money order or cashier's check at Monroe City Hall. A NSF fee will also be collected at the time the customer pays the utility bill.

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|---|--------------------------------|-------|
| *Customer Name (as shown on your bill): | | |
| *Service Address: | | |
| *Billing Address: | *Water and/or Sewer Account #: | |
| *City: | *State: | *Zip: |
| *E-mail Address (for EBilling): | *Phone: | |
| *Work Phone: | Cell Phone: | |

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|--|-----------------------|
| *Financial Institution Name: | |
| *Bank Transit & Routing Number: | *Bank Account Number: |
| *Name as it appears on the bank account: | |

The total amount of your water and/or sewer bill will be deducted from your account on the billing due date beginning with your next billing cycle. All bills will be emailed to your email address if signed up for EBilling.

This agreement is to remain in full force and effect until the City of Monroe has received a signed Automatic Pay Termination Form from the customer to discontinue usage from the Automatic Pay Program.

*Customer Signature

*Date

Drop off or Mail All Information to: City of Monroe Water Department, 120 East First Street, Monroe, MI 48161