

How It Works

Once you sign up, your account should be converted within 30-60 days. Continue to pay traditionally until you are notified on your utility statement. Once your automatic billing program is set up, your bills will say "Do Not Pay." Keep them for your records.

Date of Payment

Account deductions will not take place until the due date on your bill. You will have sufficient time to deposit funds in your account before the due date, or to resolve any problems with your bill.

Cancelling the Service

Notify the Water Department in writing if you wish to discontinue the service.

Questions

Call the Water Department at (248) 796-4850 or stop by during regular business hours for answers to your questions.

Enrollment

To sign up, complete the enrollment form and attach a voided check (for your account number and routing number) and return the form to the Water and Sewer Department, City of Southfield, 26000 Evergreen Road, P.O. Box 2055, Southfield, MI 48037-2055.

CITY OF SOUTHFIELD • WATER DEPARTMENT

Automatic Bill Payment Plan Enrollment Form

Please do not send payment with this form.

I authorize the City of Southfield to deduct my payment from the checking or savings account listed below. I understand that I control my payments, and if at any time I decide to discontinue this payment service, I will notify the City of Southfield.

Please print

Name

Service Address

Zip Code

Mailing Address (if different)

Account Number from Water Bill

Daytime Phone

Home Phone (if different)

Signature

Please contact your financial institution to ensure the correct account number is used for this electronic payment and to obtain the routing number. Enclose a voided check with this form.

Name of Financial Institution

Routing number (9 digits on bottom of check)

Checking Account No.

Or Savings Account No.