



The City of Charlevoix has an automatic payment plan for your utility bill. Each month your bill will be automatically deducted from your checking or savings account on the date it is due, normally the 18th of each month. The plan is quick, simple, helps you avoid any penalties and it's free!

To participate in the automatic payment plan, simply fill out the form below and return it to us with a voided check with your bank ABA routing number on it by fax or mail.

**For any NSF rejections, you will be charged
a \$35.00 fee on your utility account.**

AUTOMATIC PAYMENT PLAN – CHARLEVOIX UTILITY BILL

Name: _____
Service Address: _____
City: _____ **State** _____ **Zip** _____
Daytime Phone# _____
Utility Account Number(s): _____
(Add additional #'s at the top of the form)

Your Financial Institution Information:

Name of Bank or Credit Union: _____

Account #: _____

Type of Account: _____
(Checking or savings):

ABA Routing Number: _____

(9 digit# on bottom of your check)
(This information may also be obtained from you financial institution.)

Authorization:

I authorize the City of Charlevoix to deduct my utility bill payment from my checking or savings account shown above. I am the owner of the account listed and I also authorize any necessary adjustments that may be required. I may discontinue payments at any time by notifying the City of Charlevoix in writing.

Signature: _____ **Date:** _____

Please allow at least 30 days for withdrawals to begin.

Mail to : City of Charlevoix
210 State Street
Charlevoix, MI 49720

Questions? Call us at **231/547-3259**
Fax **231/237-0329**
shellyf@charlevoixmi.gov