



218 N. Michigan Ave.,  
Shelby, MI 49455  
Telephone: 231-861-4400

## AUTO-PAY PROGRAM

Auto-pay allows your Village of Shelby utility bill to be automatically deducted from your checking or savings account when you sign up for the program. Payment will be deducted 25<sup>th</sup> day of the month. If the 25<sup>th</sup> falls on a Saturday or Sunday it will be deducted on the Friday before. You will still receive a bill each month, however rather than writing a check and bringing it in or sending one, it will be automatically withdrawn from your account saving you time and postage. There are no extra fees for signing up for the program. To enroll, please fill out the form below and attach a voided check or deposit slip.

Please Check One:  New Applicant  Change in Banking Information

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

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

Billing Address, if different: \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email: \_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_

Account Type:  Checking  Savings

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Account Holders Name(s): \_\_\_\_\_

\_\_\_\_\_

**Please enroll me in the Auto Pay Program. I understand that my enrollment is strictly voluntary and will remain in effect until I cancel my participation in writing. I understand and agree that:**

1. My account must be current (\$0.00 balance) to enroll in the program.
2. The Village of Shelby can withdraw payment for my utility bills from my account listed above, on the 25<sup>th</sup> of each month, if the 25<sup>th</sup> falls on a Saturday or Sunday it will be withdrawn on the Friday before. If there are any changes to my banking information or if I decide to cancel my enrollment into this program I will do so by the 5<sup>th</sup> day of the month. Any billing disputes must be resolved by the 10<sup>th</sup> day of the month.
3. An attempt to withdraw money will only take place once and it will be for the entire balance of the account. In the event that all funds are not in the account at the time of withdraw a non-sufficient funds (NSF) fee of \$35 will be added to my account and I will be removed from the Auto-Pay program until my account is brought current. Once the account is current, Auto-Pay will resume. If a utility account is NSF more than 2 times in a 6 month period, it will be removed from the Auto-Pay program.
4. Unless otherwise directed, I agree to receive my utility bill at the email address provided and will no longer receive a paper bill in the mail. If email is unavailable, paper bills will continue to be sent.
5. Autopay will take effect approximately 30 days after I enroll.
6. The Village of Shelby reserves the right to cancel or terminate the Auto-Pay Program and/or my participation in the program at any time.

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

**Office Use Only:**

Date Info Entered: \_\_\_\_\_ Entered By: \_\_\_\_\_

Voided Check or Deposit Slip Attached:  Yes  No Prenoted Box Checked:  Yes  No