



## Simplifying Utility Bill Payments

### What is Automatic Bill Payment?

With automatic bill payments, your water and sewer bills are paid directly from your bank automatically. Fill out the attached form and return it to the Treasurer's Office.

Benefits of automatic bill payments:

- No check to write. No postage to pay.
- No more trips to pay in person. If you're away or sick, your water bill still gets paid.
- No more embarrassment about forgetting to pay.

All you have to do is make sure your account has enough money to cover your bill. You will continue to receive quarterly billing statements with a note stating: "Do not pay; automatic bill payment plan." Your payment will be automatically deducted from your account the due date.

### Frequently Asked Questions

#### **Q: How long does it take to get on the plan?**

A: It depends on when you sign up, but most accounts are converted within 30-60 days. Continue to pay your bill as normal until you are notified on your bill.

#### **Q: What if I have a question concerning the amount of my bill?**

A: Call or email the DPA at least 10 days before the bill's due date.

#### **Q: What if there isn't enough money in my account?**

A: Payments are deducted on the due date. If there is insufficient funds a charge will be made against your account.

#### **Q: Can I withdraw from the program?**

A: Yes, just notify the Treasurer's Office in writing.

#### **Q: How do I sign up?**

A: Just complete the enrollment form and return it to the Treasurer's Office. Attach a canceled check with ABA, account and routing numbers.

### Contact Us

Department of Public Works  
51650 Card Road  
Macomb, MI 48042  
7:30 AM – 4:00 PM

Township Offices  
54111 Broughton Road  
Macomb, MI 48042  
8:00 AM – 4:30 PM

For payment questions contact the Treasurer's Office at (586) 992-0710 or [treasurers@macomb-mi.gov](mailto:treasurers@macomb-mi.gov). For water and sewer billing questions contact the Dept. of Public Works at (586) 598-0687 or [DPWmanagement@macomb-mi.gov](mailto:DPWmanagement@macomb-mi.gov).



## Application for Automatic Bill Payment

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

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

Mailing Address (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

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

Nine Digit ABA/Routing Number: \_\_\_\_\_

Checking or Savings Account Number: \_\_\_\_\_

I authorized the Macomb Township Department of Public Works to deduct my payments from the checking or savings account listed. I understand that I control my payments and if at any time I decide to discontinue this payment service I will notify the Macomb Township Treasurer's Office.

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

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

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