



Traverse City Utilities
 Water and Sewer Department
 Traverse City Light and Power Department

Auto Debit Enrollment Form

Follow the four easy steps detailed below to complete the enrollment process.

1. Complete the contact information requested below. Please print.

Name (as shown on your utility bill) _____
 Service address _____
 City _____ State _____ Zip _____
 Phone number _____

2. Provide your signature for authorization.

I authorize the CITY OF TRAVERSE CITY/TRAVERSE CITY LIGHT AND POWER to deduct my payment(s) from the checking or savings account listed below. **I understand that I control my payments and if at any time I decide to discontinue service I will notify the City of Traverse City.** I also understand that all information provided will remain confidential.

Printed Name _____
 Signature _____ Date _____

3. Provide the required financial information below.

To ensure the correct account number is used for this electronic payment and to obtain the ABA/routing number, **YOU MUST PROVIDE A VOIDED CHECK WITH YOUR AUTO DEBIT ENROLLMENT FORM.** Debit slips are not accepted.

Name of financial institution _____
 ABA/routing number _____
 Checking account number _____
 - or -
 Savings account number _____

4. List your utility account number(s) that you would like enrolled in the Auto Debit program.

Account number:

**PLEASE PRINT, SIGN AND MAIL/DROP OFF THIS FORM, ALONG WITH A VOIDED CHECK, TO THE FOLLOWING ADDRESS:
 CITY OF TRAVERSE CITY, 400 BOARDMAN AVENUE, TRAVERSE CITY, MI 49684.
 THIS FORM CANNOT BE PROCESSED WITHOUT YOUR SIGNATURE.**

Quick answers to your questions regarding the Auto Debit Enrollment Program.

Q: How does Auto Debit work?

A: Submit your completed enrollment form. Once set-up, your payment will be automatically withdrawn on the due date. Allow 30 days to become effective. Continue to pay as you normally would until your statement shows that you have been signed up.

Q: How will I know the amount of my bill?

A: The City will send a billing statement at least 10 days before it is due indicating the variable amount. Your auto debit will be reflected on your next checking/savings account statement.

Q: What if I need to make a change?

A: If you change your checking/savings account a new enrollment form will be required. Again, allow 30 days for processing. If you decide to cancel your participation in the plan, simply write us to let us know.

Q: Is there a charge for the service?

A: No. The Auto Debit is offered free of charge. Most financial institutions do not charge for the service. Please contact yours to be sure.

Q: Can payments be withdrawn from a savings account?

A: Yes, however some savings and money market accounts have a limit. Consider these limits when signing up and consult your financial institution for more information about your specific account.

Q: What if I have a question about my bill?

A: Call Customer Service at 231-922-4431.