

City of Romulus



Direct Payment (ACH) Enrollment Form

Stop writing checks! You can now sign up for direct checking or savings account payment for Water/Sewer bills in four easy steps!

 **STEP 1.** Complete the contact information requested below (please print):

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: (____) _____

e-mail address: _____

 **STEP 2:** Provide your City of Romulus service address (address where meter is located):

Service Address: _____

 **STEP 3:** Provide your bank account information:

Name of financial institution: _____

ABA / Routing/Transit Number:

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Checking Account # _____ -or- Savings Account # _____

To ensure the correct account number is used for electronic payment and to obtain the ABA/Routing Number, please attach a voided check or **CALL YOUR FINANCIAL INSTITUTION FOR ASSISTANCE.**

 **STEP 4:** Provide your signature for authorization:

I authorize the City of Romulus to deduct my payments from the checking or savings account listed above. I understand that all information provided will remain confidential. I understand that I can discontinue this payment service at any time by notifying the City of Romulus in writing with a 2-week notice. I understand that if my payment is returned for any reason an NSF fee will be charged, the payment will be reversed and late penalties will be applied to my account.

Signature: _____ Date: _____

Mail Completed Form to:

City of Romulus Water Department
11111 Wayne Road, Romulus, MI 48174

The City of Romulus is now offering Automatic Bill Payment (ACH) at no charge for both our residential and commercial water/sewer customers. With direct payment for water/sewer bills, customers can save time, save postage or a trip to City Hall, avoid late penalties, by having their water/sewer bill payments debited from their checking or savings account without having to write checks.

To sign up, simply complete the Direct Payment (ACH) enrollment form and mail it to the City of Romulus Water Department or deliver it in person. Then allow 30 days for processing. You will continue to pay your water bills as you normally would until you receive a bill that states "**Bank account drafted for**".

You will continue to receive a water billing statement approximately 21 days before it is due indicating the amount due and the due date. Your payment will be automatically withdrawn from your designated bank account on the due date of your bill.

If you change banks, you will need to complete a new enrollment form and allow approximately 30 days for the change to go into effect. If you close a bank account without notifying the City or there are insufficient funds, you will be charged a non-sufficient fund fee, the payment will be reversed and late penalties will be applied to your account.

If you feel there is an error on your water bill, you must contact the Water Department no less than 14 days before the due date of your bill and we will not debit your bank account for that particular bill. You will then have to pay any revised bill in a traditional manner.

You may discontinue this service at any time by notifying us in writing 2 weeks in advance.

Please call the City of Romulus Water Department at (734) 942-7560 if you have additional questions.