



# Zeeland Board of Public Works

350 E. Washington Avenue  
Zeeland MI 49464  
(616) 772-6212

## Automatic Payment Sign-Up Form – Please Print and Return to Our Office

- Fill in name, address and BPW account number.
- Indicate which type of account will be used for the automatic payment.
- Enter name of bank, bank account number, and bank routing number.
- If payment will be deducted from a Checking Account - enclose a voided check or a copy of a check.
- If payment will be deducted from a Savings Account – enclose a deposit slip.
- Payments will be automatically deducted on the 20<sup>th</sup> of each month or the next business day if the 20<sup>th</sup> falls on a weekend or holiday.
- You will receive a monthly bill marked “AUTOMATIC PAYMENT – DO NOT PAY”.
- If there is a change in banks or account numbers, please fill out a new form and return to our office.
- Returned payments will be charged a \$15.00 returned check fee and may result in removal from the Automatic Payment Plan.

New: \_\_\_\_

Revised: \_\_\_\_

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

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

BPW Account No: \_\_\_\_\_

### Indicate which account will be used for automatic payment:

Savings Acct: \_\_\_\_

Checking Acct: \_\_\_\_

Name of Bank: \_\_\_\_\_

Account No: \_\_\_\_\_

Bank Routing No: \_\_\_\_\_

Requested Start Date: \_\_\_\_\_

### Please enclose a voided check or savings deposit slip with this form.

I authorize the Zeeland Board of Public Works to deduct my utility payments on the 20<sup>th</sup> day of each month, or the next business day, from the checking or savings account listed above. I understand I may discontinue this service at any time. The BPW reserves the right to stop electronic payments privileges for reasons deemed necessary by the BPW.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date