



Approval Date: _____

Automatic Payment Sign Up (ACH)

How it Works:

PLEASE NOTE:

- 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.

Section Completed by Account Holder

New Agreement? (circle which applies) Yes No

Business Name _____ Account # _____

Customer Name _____ Driver's License # _____

Billing Address _____ Phone # _____

City, State, Zip _____ Email Address _____

BANK INFORMATION:

Savings Acct _____ Checking Acct _____

Name of Bank _____ Bank Account # _____

Requested Start Date ____/____/____ Bank Routing # _____

PAYMENTS:

- Payments will be automatically deducted on the 20th of each month or the next business day if the 20th falls on a weekend or holiday.
- Returned payments will be charged a \$30.00 returned check fee and may result in removal from the Budget Plan.

I authorize the Zeeland Board of Public Works to deduct my utility payments on the 20th 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.

Customer Signature

Date

***While we take every step to keep your information private, the most secure method for submitting this document is to drop it off at our Customer Service Center.**