



City of St. Johns, MI  
Utility Billing Automatic Bill Payment Program  
Water/Sewer Department  
ph: (989) 224-8944, ext. 282 or 280  
fax: (989) 224-2204

With automatic bill payment, you can have your water/sewer utility bill automatically paid from any participating bank, savings and loan, or credit union account. Complete the attached form and return to the City of St. Johns, 100 E. State Street, PO Box 477, St. Johns, MI 48879 or fax: (989) 224-2204.

The benefits of automatic bill payment are:

***No check to write***

***No postage stamp needed***

***No trip to City Hall to pay your bill***

***No forgetting! If you are out of town, your bill will be paid on time with no penalty for late payment.***

All you have to do is make sure there is enough money in your account to cover the bill and remember to record the payment in your records.

You will continue to receive a water/sewer utility bill indicating you have selected the Auto Bill Pay option.

Questions and Answers

**How long does it take to get on the plan?** Depending on when you sign up, most accounts will be converted prior to the next bill. You should continue to pay as usual until you are notified on your utility bill.

**What if I have a question concerning the amount of my bill?** Contact the Water Department at (989) 224-8944, ext. 282 or 280 prior to the due date of your bill.

**What if there isn't enough money in my account?** We will attempt to debit your bank account once. If there are insufficient funds, your payment will be treated similarly to a check with insufficient funds. Your payment will be removed and any penalties for late/non-payment will be applied to your water/sewer utility account.

**What if I change banks or accounts?** A new Automatic Bill Payment Enrollment Form will be required with your signature and new bank or account information included. Again, depending on when you make this change, most accounts will be converted prior to the next bill, please allow time for processing. If you change banks or accounts, and do not notify the City of St. Johns and a fee from the bank is applied, you will be charged any fees and/or penalties on your water/sewer bill.

**Can I withdraw from the program?** Yes, notification must be in writing and can be mailed to the address above. Please state when you wish to discontinue this service. Depending upon the date we receive your written request, the automatic bill payment will be stopped prior to the next bill due date. It will be your responsibility to notify the City of St. Johns if you wish to withdraw from the program, payments will continue to be withdrawn until we receive written notification.

**When will payments be deducted?** All payments will be automatically withdrawn from your designated account on the due date. If the due date falls on a Saturday, Sunday or a Holiday the due date is extended to the following business day. The payment is for the full amount of the bill. No Partial Payments will be Accepted.

**How do I sign up?** Complete the attached enrollment form (you can take this form to your financial institution for them to fill out). Enclose a copy of a voided check or savings deposit slip (if available), and return to the City of St. Johns, 100 E. State Street, PO Box 477, St. Johns, MI 48879.



City of St. Johns  
Utility Billing Automatic Bill Payment Program Enrollment Form  
100 E. State Street, Suite 1100, PO Box 477  
St. Johns, MI 48879  
Ph: (989) 224-8944, ext. 282 or 280 Fax: (989) 224-2204

**Follow these 4 easy steps to set up Direct Payment of your utility bill**

1. Complete contact information requested below (please print or type):

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

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

City, State, Zip \_\_\_\_\_

Mailing Address (if different then service address): \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

Water/Sewer Billing Account Number (located on water/sewer bill): \_\_\_\_\_

(Note: If you have multiple accounts you would like enrolled please file separate forms for each account.)

2. Provide your signature for authorization:

I authorize the City of St. Johns to deduct my water/wastewater utility billing payments from my checking or savings account listed on the back of this form. I understand that this is for the entire amount of my bill, no partial payments are accepted. I understand that I control my payments and if at any time I decide to discontinue this service, I will provide written notification to the City of St. Johns at least ten days prior to the bill due date. I also understand that all information herein will remain confidential.

**THIS FORM CANNOT BE PROCESSED WITHOUT YOUR SIGNATURE**

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, please contact your financial institution for assistance.

Name of financial institution: \_\_\_\_\_

Address of financial institution: \_\_\_\_\_

ABA/Routing number: \_\_\_\_\_

(Nine digit number located in the lower left corner of your checks)

Checking Acct #: \_\_\_\_\_

(Please attach a voided check from this account)

**OR**

Savings Acct #: \_\_\_\_\_

(Please attach a savings account deposit slip, if available)

4. Copy this form for your records and return or mail the original **with your current payment** to: City of St. Johns, 100 E. State St., Suite 1100, PO Box 477, St. Johns, MI 48879