



CITY OF WHITEHALL

405 E. Colby Street
Whitehall, MI 49461
Ph. 231.894.4048
Fax: 231.893.4708

UTILITY BILL

ACH Recurring Payment Authorization Form

MUST SELECT ONE: ENROLL WITHDRAW CHANGE/UPDATE INFORMATION

Form must have accurate information, the utility account holders' signature, and be received 15 days prior to next due date to be processed.

UTILITY CUSTOMER INFORMATION
Name: Utility Acct(s) #:
Property Address:
Email Address: Phone:
Billing Address (if different from property address):

I hereby authorize the City of Whitehall (herein called CITY) to withdraw the total balance for my utility bill on the due date each quarter from the designated financial institution and account listed below.

FINANCIAL INSTITUTION ACCOUNT INFORMATION
Institution Name:
Account Type: (must select one) Checking Savings
Routing #: Account #:
Bank Routing Number Bank Account Number

By signing below, I understand and agree:

- This authorization will become effective with the first available billing period and will remain in full force until the CITY receives written notification of termination from me.
The completed form must be submitted at least 15 days prior to the next billing due date to take effect for that quarter.
This authorization will allow the CITY to adjust entries to correct errors.
If my financial information changes, if I move, or choose to withdraw from the ACH payment program, I must provide the CITY written notification no less than 15 days prior to the upcoming withdrawal date.
The CITY will be held harmless if I fail to notify them of any change.
If payment is returned, I will be charged applicable fees and any additional penalties that may apply.

AUTHORIZED SIGNATURE
Authorized Signature: Date:

Please update my cell phone number and enroll me in



TextMyGov for reminder texts.
Cell Number:

GO PAPERLESS! Please enroll me in paperless billing,



email:

OR scan QR Code to enroll

MAIL TO OR DROP OFF AT:
Whitehall City Hall
405 E. Colby Street Whitehall, MI 49461

QUESTIONS?
Any questions, please call 231-894-4048

For Office Use Only:

Received: _____ Entered: _____