



## **EAST BAY CHARTER TOWNSHIP**

### **AUTOMATIC BILL PAYMENT PROGRAM**

With Automatic Bill Payment, you can have your Property Taxes automatically paid from any participating bank, savings and loan, or credit union account. Complete the attached form, return it, and start enjoying the following benefits:

- No check to write
- No postage to pay
- No trip to the Township to pay your bill
- Out of town or sick? Your bill will be paid on time (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 quarterly utility bill for residential and commercial accounts with the notation: **DIRECT DEBIT.**

For additional information, regarding this service, please do not hesitate to contact the East Bay Charter Township Treasurer at (231) 947-8647 during normal business hours or via email at [tbartlett@eastbaytwp.org](mailto:tbartlett@eastbaytwp.org).

### **QUESTIONS AND ANSWERS**

**HOW LONG DOES IT TAKE TO GET ON THE PLAN?** The last date to sign up for automated bill payment is two business days prior to the payment date.

**WHAT IF I HAVE A QUESTION CONCERNING THE AMOUNT OF MY BILL?** Contact the Treasurer's office at least 5 business days prior to the due date of your bill.

**WHAT IF THERE ISN'T ENOUGH MONEY IN MY ACCOUNT?** 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 will be applied to your account (for late/non-payment).

**CAN I WITHDRAW FROM THE PROGRAM?** Yes. Notify the Treasurer's department in writing when you wish to discontinue this service.

**WHEN WILL PAYMENTS BE DEDUCTED?** Payments will be deducted on the dates that you specified on your sign up authorization. (February 10<sup>th</sup>, September 10<sup>th</sup>, or December 28<sup>th</sup>)

**HOW DO I SIGN UP?** Complete the attached enrollment form. Enclose a copy of a VOIDED check or savings deposit slip, and return to:

**EAST BAY CHARTER TOWNSHIP  
TREASURER'S DEPARTMENT  
1965 N. THREE MILE RD  
TRAVERSE CITY, MI 49686  
Fax: 231 922-2094  
Email: [tbartlett@eastbaytwp.org](mailto:tbartlett@eastbaytwp.org)**



**AUTOMATIC BILL PAYMENT AUTHORIZATION FORM**

**Please Print Your Information**

**Customer Name:** \_\_\_\_\_

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

**Mailing Address:** \_\_\_\_\_  
**(If Different)**

**City/State/Zip Code:** \_\_\_\_\_

**Daytime Phone Number:** \_\_\_\_\_

\_\_\_\_\_

**Property ID No.:** \_\_\_\_\_

**(is located on your tax bill above your name 28-03-XXX-XXX-XX)**

**Date for withdrawal from bank account:**

**Summer Taxes**

**Winter Taxes (choose one)**

\_\_\_\_\_ **September 10<sup>th</sup>**

\_\_\_\_\_ **December 28<sup>th</sup>** \_\_\_\_\_ **February 10th**

**Please attach a voided check with the financial institution name, routing number, and account number. Return to East Bay Charter Township Treasurer's office along with this form.**

**I authorize East Bay Charter Township Treasurer's office to deduct my payment from the designated account. I understand that I can discontinue this payment service at any time by notifying East Bay Charter Township in writing.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**