

**Charter Township of Harrison  
Direct Authorization for Water Bills (ACH)**

*All areas must be completed in FULL.*

**Please print your customer information:**

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

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

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

City, State & Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

**Please provide the required financial institution information:**

Name of Institution: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Account Type:**                      *Checking* \_\_\_\_\_                      *Savings* \_\_\_\_\_

**Bank Transit Routing Number:** \_\_\_\_\_

**Your Bank Account Number:** \_\_\_\_\_

**Date you wish ACH to begin:** \_\_\_\_\_ (Please note that completed ACH forms must reach our office at least **15** working days prior to your particular billing cycles due date.)

**Original or photocopy of voided check for bank account and routing number verification.** (In the event all of your transactions are done electronically and paper checks are not available, you must provide us with a copy of an on-line declaration and/or statement which reflects the routing and bank account number.)

**Mail or Drop off Original to:**

Charter Township of Harrison  
Automatic Payment Plan  
38151 L'Anse Creuse  
Harrison Twp., MI 48045  
ATTN.: Senior Account Bookkeeper - Water/Sewer Dept.

**Provide Authorized Signature:**

I hereby authorize the Charter Township of Harrison, or its' agents and the aforementioned financial institution to deduct my payments from the checking or savings account I have provided for each billing period. This authority will remain in effect until I have cancelled it in writing. I understand that verbal cancellation is not sufficient notice and the Charter Township of Harrison, its' agents and the financial institution will not be held liable if written notification is not received.

**This form will not be processed without your signature.**

**Signature:** \_\_\_\_\_                      **Date:** \_\_\_\_\_