



575 E. Clark Road
Ypsilanti, MI 48198

Telephone: (734) 480-5500
FAX: (734) 484-4883

ENROLLMENT/AUTHORIZATION FOR ACH DIRECT PAYMENT OF STUD WATER/SEWER BILLING

(Please complete this form and return to STUD, 575 E Clark Rd., Ypsilanti, MI 48198)

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

Name (as shown on your bill) _____
Service Address _____
City _____ State _____ Zip _____
Daytime Phone (____) _____ Email Address _____

2. Provide your signature for authorization:

I authorize Superior Township Utility Department to withdraw payment(s) from my checking or savings account listed below (payment will be withdrawn on the due date of my bill). **I understand that I control my payments and if at any time I decide to discontinue this payment service, I will notify Superior Township Utility Department in writing to request cancellation.** I also understand that all information provided will remain confidential.

X _____ Date _____
(Signature required)

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 _____
ABA/Routing Number _____ Checking or Savings Acct # _____

4. Please attach a VOIDED check with the checking account and routing number listed above. Your ACH Direct Pay will not be processed without a voided check.

5. List the STUD account numbers you wish to pay via ACH Direct Pay:

PLEASE ALLOW 30-45 DAYS FOR ACH (DIRECT ELECTRONIC PAYMENT) TO GO INTO EFFECT

FOR STUD USE ONLY:

System setup _____ Bank Pre-note: _____ Acct Activation date: _____

FREQUENTLY ASKED QUESTIONS ABOUT ACH DIRECT PAYMENTS

➤ **HOW DOES DIRECT PAYMENT WORK?**

Mail in your completed enrollment form along with a voided check (steps 1-5). Once your account is set up for direct payment, STUD will withdraw your payment automatically on the **due date**. Please allow 30-45 days for ACH (direct electronic payment) to go into effect. Continue to pay your bill as you normally would until your billing statement shows that your payment will be collected electronically through your financial institution.

➤ **HOW WILL I KNOW THE AMOUNT OF MY BILL?**

STUD will send your bill on its regular scheduled cycle; the payment will be withdrawn from your bank account on the due date. Please note that ACH direct payment cannot be used to pay for Final Bills. If you move, you can pay your Final Bill by check or money order. Additionally, **notice must be given to customer service in writing to cancel your ACH direct pay.**

➤ **IS THERE A CHARGE FOR THIS SERVICE?**

This is a free service, there is no extra charge for ACH direct payment.

➤ **CAN PAYMENTS BE WITHDRAWN FROM A SAVINGS ACCOUNT?**

Yes, however, some savings and money market accounts have stipulations surrounding ACH direct payments. Please consult with your financial institution for more information about your account.

➤ **WHAT IF I HAVE A QUESTION ABOUT MY BILL?**

Please call STUD Customer Service at 734-480-5500 if you have any question(s) regarding your bill.

➤ **WHAT IF I NEED TO MAKE A CHANGE?**

If you change your checking/savings account, a new enrollment form will be required. Again, allow 30-45 days for ACH direct payment to take effect. If you to decide cancel your enrollment, please **notify STUD in writing.**