

City of Wayne

Automatic Bill Payment Authorization Form

Mail form to: City of Wayne, 3355 S. Wayne Road, Wayne, MI 48184

Phone Number: (734)722-2002 - Email: payments@cityofwayne.com

Name (as shown on your bill): _____

Address: _____

Mailing Address (if different): _____

Daytime Phone: _____

City of Wayne Account Type: Water Bill Miscellaneous Receivable

City of Wayne Account Number: _____

Financial Institution: _____

Bank Account Number: _____ Checking Savings

Routing Number: _____

I authorize the financial institution named to deduct my payment from the bank account listed above on the due date. I understand that I control my payments, and if at any time I decide to discontinue this payment service, I will notify the City in writing.

Signature

Date

**PLEASE ATTACH
VOIDED CHECK**

City of Wayne

Automatic Bill Payment FAQs

- **How long does it take to get on the plan?** Depending on when you sign up, most accounts will be converted within 30 to 60 days. You should continue to pay normally until you are notified on your bill.
- **What if I have a question concerning the amount of my bill?** If it is a water bill, you should call or write the Water Department 10 days prior to the due date of your bill at 734-722-2005. If it is a miscellaneous receivable bill, you should call or write the Finance Department 10 days prior to the due date of your bill at 734-722-2000. We will see that your account is not debited until your question is satisfactorily answered.
- **What if there isn't enough money in my account?** You should have enough time to deposit money into your account, as the deduction does not take place until within 2 days of your bill due date. If there are insufficient funds, it will be treated just like a non-sufficient fund check.
- **Can I withdraw from the program?** Yes. For water bills you should notify the Water Department in writing to discontinue the service. For miscellaneous receivable bills you should notify the Finance Department in writing to discontinue the service.
- **How do I sign up?** Just complete the enrollment form and attach a voided check and return the form to us. You can mail in the form with your bill or bring it in to City Hall at 3355 S. Wayne Road, Wayne, MI 48184.