



The Village of Spring Lake offers an Automatic Bill Payment Program for the water and sewer utility bills. Once you enroll in the program, your bills will be paid directly from either your checking or savings account. **Payments will be drawn from your account on the due date.**

**Terms:**

- ❖ Balance due is withdrawn on the due date.
- ❖ If NSF, the enrollee is responsible for an NSF fee of \$40 as well as late fees and possibly shut off.
- ❖ If ACH does not have sufficient funds two (2) times, the Automatic Payment Plan will be revoked.
- ❖ Once enrolled, the Village must be notified IN WRITING when/if the enrollee wishes to change or stop the automatic payment.

**Benefits:**

- ❖ Payments are not delayed or lost in the mail.
- ❖ You save money on postage.
- ❖ Payments are made on the scheduled date so there are no worries of late fees or possible shut offs.
- ❖ Bills get paid while you are out of town, on vacation or gone for the winter season.
- ❖ Automatic Bill Payment is simple to initiate.

**Water/Sewer Bill** \_\_\_\_\_

To enroll in the Automatic Bill Payment program, complete this form and return with a voided check (for account verification) to:

Village of Spring Lake  
Attn: Lori Spelde – Water Dept.  
102 W. Savidge Street  
Spring Lake, MI 49456

If you have any questions, please contact Lori Spelde at Village Hall during regular business hours. (616) 842-1393.

**Automatic Payment Enrollment Form**

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

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

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

Bank Routing Number (9 digit number): \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Type - Checking or Savings: \_\_\_\_\_

Next billing ACH should be effective: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Email: \_\_\_\_\_ Paperless: \_\_\_\_\_ Yes \_\_\_\_\_ No