



## City of Sault Ste. Marie Utility Billing

**SAVE TIME AND MONEY  
WITH AUTOMATIC BANK PAYMENTS!**

**We are pleased to offer a new service  
- Direct Payment Plan.**

Now you can have your water and sewer utility payment made automatically from your checking or savings account. You will not have to change your present banking relationship to take advantage of this service.

**The Direct Payment Plan will help you in several ways:**

- It saves time – fewer checks to write
- Helps meet your commitment in a convenient and timely manner – even if you’re on vacation or out of town
- No lost or misplaced statements, your payment is always on time – it helps maintain good credit
- It saves postage
- It’s easy to sign up for, easy to cancel
- No late charges

**Here’s how the Direct Payment Plan works:**

You authorize regularly scheduled payments to be made from your checking or savings account. Then just sit back and relax. Your payments will be made automatically on the specified day and proof of payment will appear on your statement.

The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. Your bank account will be charged the TOTAL AMOUNT DUE on the DUE DATE as indicated on your utility bill.

The Direct Payment Plan is dependable, flexible, convenient and easy. To take advantage of this service, complete the attached authorization form and return it to the City of Sault Ste. Marie utility billing department with a voided check for a checking account or savings deposit slip for a savings account.

*Please call the Utility Billing office at (906) 632-5722 with any questions.*

### City of Sault Ste. Marie Automatic Bank Payment Plan Form

Checking Account No. \_\_\_\_\_ OR Savings Account No. \_\_\_\_\_

Full Name on Account \_\_\_\_\_

Financial Institution’s Name \_\_\_\_\_

Financial Institution’s Address \_\_\_\_\_

I hereby authorize the City of Sault Ste. Marie to initiate transactions to debit the above-referenced account on a monthly basis for payment of my utility bill. This authority is to remain in full force and effect until the City of Sault Ste. Marie has received from me notification of its termination in such a time and manner as to allow a reasonable opportunity to act upon it.

Service Address \_\_\_\_\_ Utility Account No. \_\_\_\_\_

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

Telephone Number (H) \_\_\_\_\_ (W) \_\_\_\_\_

**Attach a voided check for checking accounts or a savings deposit slip for savings accounts.**



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APPROVED \_\_\_\_\_