



CITY OF KENTWOOD

DEPARTMENT OF PUBLIC WORKS

5068 Breton Ave SE Kentwood, MI 49508 (616)554-0734

www.kentwood.us

Hours: Monday – Friday 6:30am-3pm

AUTOMATIC UTILITY BILL PAYMENT ENROLLMENT FORM

Customer Information (please print):

Name: (as shown on bill) _____

Service Address: _____

Phone: _____ Email: _____

Utility Account # _____

Billing Information:

Financial Institution: _____

Checking

Savings

Routing # _____

Account/MICR # _____

Authorization: Please read carefully and sign below.

I authorize the City of Kentwood to deduct my full utility bill payment amount from the checking or savings account listed above on the due date of the bill. I understand that all information provided will remain confidential. I understand that it is my responsibility to confirm that the City has received and processed my enrollment form. I understand that a fee will be charged if my payment fails for any reason and that my bill will be considered unpaid and will have late fees applied as well as be eligible for shut-off if the bill remains unpaid. If at any time I decide to discontinue this service I understand it is my responsibility to notify the City of Kentwood no less than 7 days before the next scheduled payment date.

Signature: _____ Date: _____

Cancellation: Cancel my Automatic Payment

I understand it is my responsibility to notify the City of Kentwood by 12pm, 7 days before the next scheduled payment date.

Signature: _____ Date to be Canceled: _____

Submit application by one of the following:

City of Kentwood- Department of Public Works

5068 Breton Ave SE Kentwood, MI 49508

Fax (616) 554-0744

[Email: ewater@kentwood.us](mailto:ewater@kentwood.us)

Your account balance must be paid in full to enroll in automatic ACH payments.