



# CITY OF KENTWOOD

DEPARTMENT OF PUBLIC WORKS  
5068 Breton Ave SE Kentwood, MI 49508  
(616)554-0734 [www.kentwood.us](http://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: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Utility Account #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### Billing Information:

Financial Institution: \_\_\_\_\_

Checking  Savings   
(Personal/Business) (Personal/Business)

Routing #: \_\_\_\_\_

Account #: \_\_\_\_\_

Your utilities account must have a zero balance to enroll. If you have an unpaid balance, please pay the balance as you normally would, and then the enrollment will begin with the next billing cycle.

### 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 in writing no less than 30 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 in writing by 12pm, 30 days before the next scheduled payment date.

Signature: \_\_\_\_\_ Date to be Canceled: \_\_\_\_\_

Submit application by Mail: City of Kentwood- Department of Public Works  
5068 Breton Ave SE Kentwood, MI 49508  
Fax: (616)554-0744  
In Person: Treasurer or Water Department  
Email: [ewater@kentwood.us](mailto:ewater@kentwood.us)