

PATRICIA A. ODETTE, Mayor  
RANDY ODETTE, Mayor Pro-tem  
JANET SIKES, Council Member  
DONALD BELCHER, Council Member  
DARREL PENIX, Council Member  
SHARON BONO-BEATON, Council Member  
CHRISTOPHER PAPINEAU, Council Member



CITY OF WOODHAVEN  
21869 West Road  
Woodhaven, Michigan 48183  
Phone: (734) 675-3000  
Fax: (734) 675-4927  
www.woodhavenmi.org

Dear Woodhaven Water Customer:

The City of Woodhaven offers a program allowing its water customers to automatically withdraw water payments from their checking account. There is no charge for this service from the City of Woodhaven, although your financial institution may have a service fee.

Following enrollment, a copy of your utility bill will be sent to the email address on file clearly stating the amount of the billing and the date it will be withdrawn from your account. If the sufficient funds are not in the account on the withdrawal date, the resident will be charged a \$50.00 non-negotiable NSF fee by the City of Woodhaven.

If you have any questions, please feel free to call (734) 675-4908.

### AUTHORIZATION AGREEMENT FOR PREAUTHORIZED WATER BILL PAYMENTS

Water Account Number: \_\_ - \_\_\_\_ - \_\_\_\_

Name(s): \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Email Address (Required): \_\_\_\_\_

YES – I would like to participate in the paperless billing program.

Name on Checking Account: \_\_\_\_\_

Bank/Institution Name: \_\_\_\_\_

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

Bank/Institution Routing #: \_\_\_\_\_



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

The above signature authorizes the City of Woodhaven's Water Department to initiate periodic ACH withdrawals from the above account for payment of water/sewer bills. This authorization will remain in effect until sufficient written notice is given to the City of Woodhaven's Water Department. It is the customer's responsibility to notify the City of Woodhaven's Water Department when changes to banking or email accounts occur. The City of Woodhaven does not solicit or distribute email and shall keep bank account numbers confidential in accordance with the provisions for confidentiality found in the Michigan Freedom of Information Act.

Submit form to: City of Woodhaven Water Department, 21840 Van Horn Road, Woodhaven, MI 48183

Completed form must be submitted at least 15 days prior to the next due date to take effect that billing cycle. Otherwise, please submit proper payment to avoid late fees.