

Charter Township of Portage
Houghton, Michigan
"Progress our Goal"

DIRECT DEBIT AUTHORIZATION FOR WATER/SEWER AND TAX BILLS

I (we) hereby authorize Portage Township to initiate debit entries to my (our) checking or savings account at the financial institution listed below and, if necessary, initiate adjustments for any transactions debited/credited in error. This authority will remain in effect until I cancel it in writing (see first box below), or I am notified in writing by Portage Township.

Note: All fields must be complete to authorize payment(s), or the form will be returned to you.

(Name) Please Print

(Address – include City, State and Zip)

(Primary Phone Number)

(Secondary Phone Number)

Check box to discontinue my automatic payments. Skip to signature and date)

(Name of Financial Institution)

(Address of Financial Institution – Branch, City, State & Zip)

Checking/Savings (Circle account type) Account Number: _____

Financial Institution Routing Number: _____

(Look between these symbols |: |: on the bottom left of your check.)

Please check the box(es) of the automatic payments you would like to initiate:

Monthly Water/Sewer Deducted on the Friday after the 3rd Wednesday each month

Water/sewer account number: _____

Summer Property Taxes Deducted on the 2nd Thursday in September

Winter Property Taxes Deducted on the 2nd Thursday in February

List every parcel number for which you would like to authorize automatic tax payment(s):

Signature

Date

47240 Green Acres Road, Houghton, Michigan 49931
Phone: (906) 482-4310, Fax: (906) 482-4942
MI Tax Exempt Number: 38-600-6265