



## Charter Township of Portage

### Direct Debit Authorization for Water/Sewer & 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, or I am notified in writing by Portage Township.

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Name(s)

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Address – Include City, State, and Zip

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Primary Phone Number

Are you the Property Renter or Owner?

- Owner
- Renter

### Banking Information:

Is this a Checking or Savings Account?

- Checking
- Savings

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

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

Routing Number: \_\_\_\_\_

Please check the circle below of the automatic payments you would like to initiate:

- Water/Sewer** – Deducted on the 2<sup>nd</sup> Thursday of each month.

**Water Account Number:** \_\_\_\_\_

- Sumer Property Taxes** - Deducted on the 2<sup>nd</sup> Thursday in September.

- Winter Property Taxes** - Deducted on the 2<sup>nd</sup> Thursday in February.

List Parcel Numbers for which you would like to authorize automatic tax payment(s):

\_\_\_\_\_  
\_\_\_\_\_

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

If you would like to discontinue Automatic Payments, please fill out and sign the back of the form.

**Check Circle Below if you would like to Discontinue Automatic Payments:**

Discontinue Automatic Payments

**Reason For Discontinue of Automatic Payments:**

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_