

**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 3<sup>rd</sup> Wednesday each month

Water/sewer account number: \_\_\_\_\_

**Summer 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 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