



**City of Brighton**  
"Providing Quality Service"

**UTILITY BILLING DIRECT DEBIT ENROLLMENT FORM**

*Stop writing checks! Maximize your leisure time with Direct Payment*

**#1 Complete the contact information requested below (please print)**

Name \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

**#2 Provide your signature for authorization:**

I authorize **City of Brighton** to deduct my payment(s) from the checking or savings account listed below. I understand that I control my payments and if at any time I decide to discontinue this payment service, I will notify **City of Brighton** I also understand that all information provided will remain confidential.

**Please sign!** **THIS FORM CANNOT BE PROCESSED WITHOUT YOUR SIGNATURE**

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

**#3 Provide the required financial information below:**

To ensure the correct account number is used for this electronic payment and to obtain the ABA/routing number, PLEASE CONTACT YOUR FINANCIAL INSTITUTION FOR ASSISTANCE.

Name of Financial Institution \_\_\_\_\_

ABA/routing number \_\_\_\_\_

Checking account # \_\_\_\_\_ or

Savings account # \_\_\_\_\_

**#4 Provide your City of Brighton account number (s):**

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

*Please return completed form to:*  
*Email: [kirkseyj@brightoncity.org](mailto:kirkseyj@brightoncity.org)*  
*Mail: 200 N. First St, Brighton, MI 48116*

See the back of this page for Frequently Asked Questions.

## **Quick Answers to Your Questions**

### **Q. How does Direct Payment work?**

- A.** Complete steps 1-4 on the enrollment form and mail it to the address listed at the bottom. Then, allow 30-60 days for processing and continue to pay as you normally would until your statement shows you have been signed up for the service.

### **Q. How will I know the amount of my bill?**

- A.** You will still receive a billing statement (at least 10 days before it is due) indicating the amount due and due date. If you have a fixed billing amount, you will retain the current payment amount and due date and may not receive a statement unless the amount or due date changes.

### **Q. What if I have a question about my bill?**

- A.** As always, call the customer service number listed on your bill.

### **Q. How do I know that the bill has been paid?**

- A.** Each payment will be clearly itemized on your next billing statement and financial institution account statement.

### **Q. Can payments be withdrawn from a savings account?**

- A.** Yes, however, federal regulations limit the number of transactions on some accounts. Contact your financial institution for information about your specific account.

### **Q. Is there a charge for Direct Payment?**

- A.** No. We do not charge for this service. Most financial institutions don't charge either. Remember, they save time and money too!

### **Q. What if I change financial institutions?**

- A.** You will need to complete a new enrollment form and allow approximately 30 days for the change to go into effect. If you decide to cancel your participation in the plan, simply give us a call.

### **Q. How can I pay other companies this way?**

- A.** Contact other companies that you are interested in paying this way to see if they offer Direct Payment. If so, you can authorize them directly. Or visit [www.thepaymentsauthority.org/direct\\_payment](http://www.thepaymentsauthority.org/direct_payment) for a list of known companies that offer this convenient service.