



**LAKETON TOWNSHIP SEWER DEPARTMENT**  
**Automatic Bill Payment Service**  
2735 W. Giles Road  
Muskegon, Michigan 49445  
(231) 744-2454

Dear Laketon Township Sewer Customer:

Laketon Township's Sewer Department is now offering automatic bill payments for your quarterly sewer bills. This means your sewer bill payment can be deducted directly from your checking or savings account! There is no charge for this service.

***How does it work?***

If you choose to sign up for this service, your quarterly sewer bill will be mailed to you like normal. On the 20<sup>th</sup> of the due month (January, April, July, and October), the amount of your bill will be deducted from your checking or savings account. If the 20<sup>th</sup> should fall on a weekend or holiday, your account will be deducted on the next business day. If you have any questions about your bill, please call the office as soon as you receive it. *Automatic Bill Payment* will appear on the bottom of your bill. If you see this message on your statement, do not mail or pay your payment in person. This message means you are signed up for the automatic bill payment service.

***What if...***

**I want to cancel?** You may stop into the office at anytime and sign your form canceling the automatic bill pay service. If you can not come into the office, please notify us in writing.

**I change banks or accounts?** You will need to submit a new enrollment form. You may stop in the office, call 231-744-2454 and we will mail you one, or print the form from our website.

**My payment is returned by my financial institution?** Payments may be returned by your financial institution due to insufficient funds, closed accounts or for other reasons. If your payment is returned for any reason, Laketon Township will charge a processing fee of \$30. Note: You may also be charged a fee by your financial institute as well.

The township has the right to discontinue your automatic bill pay at any time for any reason.

If this is something you are interested in signing up for, please complete the attached form and return it with a voided check or deposit slip. If you have any questions, please feel free to call the office at (231) 744-2454.

Laketon Township Sewer Department