

**YPSILANTI COMMUNITY UTILITIES AUTHORITY**  
2777 STATE ROAD  
YPSILANTI, MICHIGAN 48198

**TELEPHONE: (734) 484-4600**  
**FAX: (734) 484-3369**  
**WEBSITE: www.ycua.org**

**AUTHORIZATION FOR DIRECT PAYMENT**  
**OF Y.C.U.A. WATER/SEWER BILLING**

*Follow these 5 easy steps to have your bill paid electronically:*

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

Name (as shown on your bill) \_\_\_\_\_  
Service Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Phone (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

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

I authorize Ypsilanti Community Utilities Authority 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 Ypsilanti Community Utilities Authority in writing.** I also understand that all information provided will remain confidential.

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

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

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

Name of Financial Institution \_\_\_\_\_  
ABA/Routing Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Checking Acct.# \_\_\_\_\_ or Savings Acct.# \_\_\_\_\_

**4. List the Y.C.U.A. account numbers you wish to pay electronically:**

**FOR Y.C.U.A. USE ONLY:**

**\*\*System Setup \_\_\_\_\_ Bank Prenote: \_\_\_\_\_ Account Activate: \_\_\_\_\_**

**5. Complete this section AND remove this "tear-off" for your records:**

On (insert today's date) \_\_\_\_\_ I authorized Ypsilanti Community Utilities Authority to withdraw my payments using the following financial institution information. **I need to allow up to 30-45 days for this direct (electronic) payment to go into effect.**

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

Account Number \_\_\_\_\_ [ ] Checking or [ ] Savings

**PLEASE SEE OTHER SIDE FOR ANSWERS TO FREQUENTLY ASKED QUESTIONS.**

## **FREQUENTLY ASKED QUESTIONS ABOUT DIRECT PAYMENTS**

➤ **HOW DOES DIRECT PAYMENT WORK?**

Mail your completed enrollment form (steps 1-4). Once your account is set up for direct payment, YCUA will withdraw your payment automatically on **the due date**. Allow 30-45 days for the direct payment to become effective. Continue to pay as you normally would until your statement shows that your account will be collected electronically thru your bank – then stop sending payments.

➤ **HOW WILL I KNOW THE AMOUNT OF MY BILL?**

YCUA will send your billing statement out on its regular scheduled cycle; the payment will be deducted from your bank account on **the due date**. Please note that Direct Payment cannot be used to pay Final Bills. If you move, you can pay your Final Bill to us by check or money order and notice must be given to customer service to stop your direct pay.

➤ **IS THERE A CHARGE FOR THIS SERVICE?**

No, there is no extra charge for this direct payment feature.

➤ **CAN PAYMENTS BE WITHDRAWN FROM A SAVINGS ACCOUNT?**

Yes, however some savings and money market accounts have a limit. Consider these limits and consult your financial institution for more information about your specific account.

➤ **WHAT IF I HAVE A QUESTION ABOUT MY BILL?**

Call the YCUA Customer Service Department whenever you have questions concerning your bill.

➤ **WHAT IF I NEED TO MAKE A CHANGE?**

If you change your checking/savings account, a new enrollment form will be required. Again, allow 30-45 days for processing. If you decide to cancel your participation in the direct payment plan, you must notify YCUA in writing. This is especially important if you move.