



# City of Riverview



## Automatic Water Bill Payment Form

Dear Riverview Residents,

The City of Riverview is now allowing residents to have their water bills automatically withdrawn from their checking or savings account on the due date. This process will save time, money and effort on the part of the residents to make sure their water payment is made on time. Fill out the required information in order to get the process completed:

### Step 1: Contact information (Please print):

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Email Address\*: \_\_\_\_\_

*\*Email is a required for anyone who signs up for automatic withdrawal as invoices will be emailed, not mailed to them.*

### Step 2: City of Riverview Service Address (Location of water meter):

Service Address: \_\_\_\_\_ Water Account Number: \_\_\_\_\_

### Step 3: Withdrawal Bank Account Information:

Checking Account     Savings Account

Banking Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Bank Account Number\*\*: \_\_\_\_\_

***\*\*Please include a copy of a canceled check for checking account and for savings account please provide formal documentation of account and routing number from financial institution.***

### Step 4: Signature for Authorization

I authorize the City of Riverview to withdraw payments from my checking or savings account listed above. Authorization will be in effect until City of Riverview has received notification 30 days prior to allow reasonable time to act on the request. I understand that a fee of \$38 will be charged if there are insufficient funds in the account.

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

**Mail or Drop off Completed form and cancelled check or letter from financial institution:**

City of Riverview Finance Department  
14100 Civic Park Drive, Riverview MI 48193