



## **OSCODA CHARTER TOWNSHIP AUTOMATIC WATER/SEWER & TAX PAYMENT PROGRAM**

With Automatic Payment, you can have your Water/Sewer & Property Taxes automatically paid from any participating bank, savings and loan, or credit union account. Complete the attached form, return it, and start enjoying the following benefits:

- No check to write
- No postage to pay
- No trip to the Township to pay your bill
- Out of town or sick? Your bill will be paid on time (no penalty for late payment)

Be sure there is enough money in your account to cover the bill and remember to record the payment in your records.

Water/Sewer bills are due on the 25<sup>th</sup> of each month, auto pay is deducted on the 23<sup>rd</sup> of each month. Your bill will indicate that the amount will be deducted from your account in the lower corner of the bill.

You will continue to receive two tax bills for residential and commercial properties to keep for your records, separate notices will be sent to remind you of auto pay scheduled for September 14<sup>th</sup> & February 14<sup>th</sup> of each year. For additional information, regarding this service, please do not hesitate to contact the Oscoda Charter Township Treasurer at (989) 739-7471 during normal business hours or via email [treasurer@oscodatownshipmi.gov](mailto:treasurer@oscodatownshipmi.gov)

### **QUESTIONS AND ANSWERS**

**HOW LONG DOES IT TAKE TO GET ON THE PLAN?** The last date to sign up for automated bill payment is one month prior to the payment date.

**WHAT IF I HAVE A QUESTION CONCERNING THE AMOUNT OF MY BILL?** Contact the Treasurer's office at least 5 business days prior to the due date of your bill.

**WHAT IF THERE ISN'T ENOUGH MONEY IN MY ACCOUNT?** Your payment will be treated similarly to a check with insufficient funds. Your payment will be reversed, and any penalties will be applied to your account (for late/non-payment).

**CAN I WITHDRAW FROM THE PROGRAM?** Yes. Notify the Treasurer's department in writing 30 days in advance of when you wish to discontinue this service.

**WHEN WILL PAYMENTS BE DEDUCTED?** Water/Sewer payments are deducted on 23<sup>rd</sup> of each month. Tax payments will be deducted on the due dates specified on your tax bill. (September 14<sup>th</sup> or February 14<sup>th</sup>) If these dates fall on a weekend or holiday, payment will be deducted on the next business day.

**HOW DO I SIGN UP?** Complete the attached enrollment form. Enclose a copy of a VOIDED check or savings deposit slip, and return to:

**OSCODA CHARTER TOWNSHIP  
TREASURER'S DEPARTMENT  
110 S. STATE ST. SUITE 1  
OSCODA MI 48750  
Email: [treasurer@oscodatownshipmi.gov](mailto:treasurer@oscodatownshipmi.gov)**



**AUTOMATIC PAYMENT AUTHORIZATION FORM**  
**Please Print Your Information**

**Customer Name:** \_\_\_\_\_

**Service Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
**(If Different)**

**Daytime phone number:** \_\_\_\_\_

**Name of Bank:** \_\_\_\_\_

**Routing number:** \_\_\_\_\_

**Account number:** \_\_\_\_\_

**Circle payment choice type:**                      **WATER/SEWER**                      **TAXES**

**Water/Sewer Acct. number:** \_\_\_\_\_

**And/or**

**Property ID No.:** \_\_\_\_\_

**(is located on your tax bill below your name in the property information section example:  
(XXX-XXX-XXX-XXX-XX))**

**Please attach a voided check with the financial institution name, routing number, and account number. Return to Oscoda Charter Township Treasurer's office along with this form.**

**I authorize Oscoda Charter Township Treasurer's office to deduct my payment from the designated account. I understand that I can discontinue this payment service at any time by notifying Oscoda Charter Township in writing, 30 days prior to discontinue date.**

**I understand that if I do not update account information or notify Township of request to discontinue in time outlined, I will be subject to fees that may occur.**

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

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