



# Direct Payment Authorization Form

Stop writing checks - use Direct Payment to pay your Novi Utility Bill.

## #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 the City of Novi 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 the City of Novi. 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 Novi Utility bill account number(s)

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

### 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 below. Then allow 30 days for processing and continue to pay as you normally would until the message on your statement shows your bill will be deducted.

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

A. You will still receive a statement indicating the amount due and the due date. The payment will be deducted on the due date.

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

A. No. There is no charge for this service.

**Q. What if I change financial institutions or account numbers with my current financial institution?**

A. You will need to complete a new enrollment form.

City of Novi Treasurers Office  
45175 W 10 Mile Rd  
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