

January 28, 2008

Dear Columbia Township Resident,

Many of you are already aware that your quarterly sewer bill can be automatically paid via ACH by a direct debit to your checking or savings account. The ACH option allows you the comfort of knowing that you are always current with your sewer payment and saves you the cost of postage or gas in making the payment in person.

We are now pleased to announce, that beginning with the Summer 2008 tax collection, you will also be able to make your tax payments via ACH directly from your bank account. The process is rather simple; all you need to do is fill out the form below with your bank account information and mail or drop it off at our office. We will debit your account on the dates listed on the agreement, so you will know exactly what day the money will be removed from your bank account. Following the debit, you will be sent a receipt for your personal records. It's that easy.

If you reside in one of the sewer districts, the enclosed form can be used to sign up for both automated sewer payments or automated tax payments. If you wish to only pay your taxes via ACH, complete only the bottom portion of the form. The form is available below.

If you have any questions, or need assistance in completing the enclosed form for the ACH option, please feel free to give our office a call at (517) 592-2000 extension 60 and we will gladly provide you with additional information.

Sincerely,

John C. Calhoun
Treasurer
Columbia Township

Automatic Payment Sign Up Sheet

Sewer Payment Information

Name: _____

Service Address: _____

City: _____ State: _____ Zip Code: _____

Bank Name: _____ Bank Routing Number: _____

Account Number: _____ Account Type: Checking / Savings

Start Date: _____

Signature: _____ Date: _____

Tax Payment Information

Name: _____

Parcel ID # _____ Address: _____

Bank Name: _____ Bank Routing Number: _____

Account Number: _____ Account Type: Checking / Savings

Summer Tax 20 _____ Winter Tax 20 _____ Both Seasons 20 _____

I authorize Columbia Township to initiate a debit to my Checking / Savings (circle one) on **July 15** for my 2008 summer tax bill & **Dec 15** for my 2008 winter tax bill. This authority will remain in effect for the tax year indicated above.

A receipt will be mailed to you once your account has been debited and your payment has been posted.

Signature: _____

Date: _____

****An extra fee of \$50.00 will apply if Columbia Township attempts to debit your account and the funds are not available on the dates indicated above*****

