



Dear Resident:

The Caledonia Charter Township Water and Sewer Department is now offering a new payment option. Customers may now choose to have their quarterly utility payments automatically withdrawn from their checking or savings account through an ACHA (Automatic Clearing House Association) program. There is no cost for this service from the Township, although your financial institution may, in some cases, assess you a service charge.

The service is easy and saves you time and effort. You also save money by avoiding postage, check costs and potential late payment fees. Once you have enrolled, your designated checking account will be debited the outstanding balance due on your quarterly utility bill. You will receive a copy of the bill showing the amount due. The money will be drawn from your account on approximately the 20<sup>th</sup> day of the month preceding the due date.

To enroll, you must complete the enclosed form, attach a voided check, and return it to the Township at 8196 Broadmoor Ave., Caledonia, MI 49316. It will take approximately 30 days for the automatic withdrawal to go into effect. Your next bill will indicate if the enrollment has taken place. Please note that a written notification will be necessary to terminate this service, and that ACHA transmission will not apply to final water bills. The Township reserves the right to deny or terminate notice of ACHA transmission without reason at any time.

If you have additional questions, please feel free to call me at 616-891-0070.

Thank you,

Colleen Giamo  
Utilities Administrative Assistant