

The City of Norton Shores  
Direct Pay and Paperless Billing Form



Water & Sewer/Tax Bills

**Info:**

Property Owner Name	_____
Property Address	_____
Phone Number	_____

By enrolling in Direct (Auto) Pay, you authorize the City of Norton Shores to automatically deduct your property taxes and/or water & sewer utility bill payment from the account listed below. By enrolling in paperless billing, you authorize the City of Norton Shores to send your bill to the email address provided

**Please check the corresponding box(es) to the account(s) that you would like updated to Direct (Auto) Pay:**

<input type="checkbox"/> Water & Sewer Utility Account	<input type="checkbox"/> Summer & Winter Taxes
Account Number _____	Parcel Number <u>61-27-</u>
	Summer taxes will be taken out on <b>August 31st</b> . Winter taxes (choose 1):
	<input type="checkbox"/> December 31st or <input type="checkbox"/> February 14th

**Direct Pay Account Information:**

Name of Financial Institution	_____
Routing Number	_____
Account Number	_____
Account Type	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

To ensure account information, you MUST attach a voided check.

Enrollment cannot be completed without your signature below and a voided check

**Any payments returned to The City of Norton Shores will be charged a Non-Sufficient Funds Fee. After 3 returned payments, your direct pay will be terminated. PLEASE ALLOW 7-10 DAYS FOR PROCESSING**

Signature	Date
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**Email (Paperless) Billing for Water & Sewer Utility Bill:**

(only fill out if you would like to receive your quarterly utility bill by email. If you do not fill this out, your utility bill will continue to be mailed)

Email
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Please attach voided check here

Email completed form to:  
[nswater@nortonshores.org](mailto:nswater@nortonshores.org)

or

Mail completed form to:  
City of Norton Shores  
4814 Henry St.  
Norton Shores, MI 49441