



## GRAND TRAVERSE COUNTY DEPARTMENT OF PUBLIC WORKS

PUBLIC SERVICE BUILDING  
2650 LAFRANIER ROAD  
TRAVERSE CITY, MI 49686-8972  
(231) 995-6039 • FAX (231) 929-7226

### CONTACT INFORMATION UPDATE REQUEST

The Grand Traverse County Department of Public Works encourages all customers to update their contact information to ensure timely receipt of any notices or emergency notifications regarding their water and sewer utility services. Also, please watch the "Announcements" section of your monthly bill for important updates.

Completed forms may be submitted in person, via drop box, by e-mail, fax, or mail to:

Grand Traverse County Department of Public Works  
2650 LaFranier Rd., Traverse City, MI 49686  
Fax: (231) 929-7226  
Email: [pubworks@gtcountymi.gov](mailto:pubworks@gtcountymi.gov)

### **Utility Customer Contact Information Update Request Form**

Water/Sewer Account #

Account Holder Name (First & Last)

Property Owner or Renter? *Please check correct box.*

Own

Rent

Home Phone

Work Phone

Cell Phone

E-mail Address

*Please mark the box to indicate your preferred method of contact.*

Service address

City, State, and Zip Code

Mailing address

City, State, and Zip Code

How do you prefer to receive your bill?  paper copy in the mail, or  via e-mail

#### **Payment Options:**

Automatic Payment: This service is FREE. To enroll, please complete and return the form found on the back of this paper.

In Person/Drop Box: We accept cash and check payments at 2650 LaFranier Rd., Monday-Friday, 8am-5pm, except holidays. An after-hours drop box for check payments is located at this location as well.

Mail: Mail checks to 2650 LaFranier Rd., Traverse City, MI 49686. Allow for USPS delivery time.

Bank Bill Pay: Contact your financial institution to set up Bill Pay through your bank.

Credit/Debit Card or E-Check: A third-party provider, Invoice Cloud, is available for online payments. Please note that effective April 2, 2023, Invoice Cloud will increase their fee for processing credit/debit card payments. The new fee will be \$4.05. The e-check fee will remain \$1.95



RECYCLED PAPER



# Direct Payment Authorization Form

Customer Name \_\_\_\_\_

DPW Service Address \_\_\_\_\_

Phone Number (s) \_\_\_\_\_  
\_\_\_\_\_

Department of Public Works-

Water and/or Sewer Account Number \_\_\_\_\_

(If you have additional account numbers please check here and  
record them on the reverse side.) \_\_\_\_\_

Name of Financial Institution \_\_\_\_\_

Address of Institution \_\_\_\_\_

Financial Institution Routing Number

\_\_\_\_\_ (9 digits)

Account Number \_\_\_\_\_

(Check One)  Checking -or-  Savings

I hereby authorize Grand Traverse County Department of Public Works to debit  
my account as listed above for Water and/or sewer services on the date that will be  
reflected on the billings.

I also authorize any necessary adjustments that may be needed.  
This authorization will remain in effect until I cancel it in writing.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

***PLEASE ATTACH A VOIDED CHECK***

Grand Traverse County Department of Public Works Use Only:

Date Received \_\_\_\_\_ Pre-note Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

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