

DIRECT DEBIT PAYMENT PROGRAM

What is it?

- A way to pay your Wadsworth Utility Bill without writing checks
- A way to avoid postage costs
- A way to ensure timely payments
- A way to avoid late payments

How does it work?

- First you authorize payment directly from your checking or savings account
- You will receive your bill as usual, showing the date and the amount to be deducted
- You will have time to question or stop the payment if necessary
- Note the date and amount in your account register
- Your financial institution account statement will show the payment made

How do I sign up for the direct debit payment?

- Complete the authorization form, return it to the Utility Office, **include a voided check from the bank account**
- The first billing after we receive the authorization will be a "Pre-notification" to verify all routing information
- Direct Debit Payment will begin the month after the "Pre-notification"
- Your Utility bill will state the balance to be bank drafted, you must pay some other way until your bill reflects this

Complete and Return This Portion

SIGN UP FOR DIRECT DEBIT BILL PAYMENT

Please complete all sections and return the form to: Wadsworth Utilities, 120 Maple St. Wadsworth, Ohio 44281

I authorize the City of Wadsworth Utilities to instruct my financial institution to make my utility payments from the account listed below. If at any time, I decide to discontinue this payment service, I will notify Wadsworth Utilities in writing.

(Please Print)

Name (as shown on bill): _____ Date _____

Service Address _____ City _____

State _____ Zip Code _____ Phone _____

Signature _____

Banking Information

Financial Institution _____ Bank Account Number _____

Routing Number _____ Checking _____ or Savings _____

Please enclose a voided check to ensure we have the correct banking information

Please contact the Wadsworth Utility Office at 330-335-2700 or billinfo@wadsworthcity.org with any questions