

CITY OF SYLVANIA UTILITY BILLING
6730 MONROE ST SYLVANIA OH 43560-1994
PHONE 419-885-8950 FAX 419-885-8963

AUTOMATIC BILL PAYMENT AUTHORIZATION

I AUTHORIZE THE CITY OF SYLVANIA DIVISION OF UTILITIES TO INSTRUCT MY FINANCIAL INSTITUTION TO MAKE MY UTILITY PAYMENTS FROM THE ACCOUNT LISTED BELOW. I UNDERSTAND THAT I CONTROL MY PAYMENTS AND IF AT ANY TIME I DECIDE TO DISCONTINUE THIS PAYMENT SERVICE I WILL PROVIDE WRITTEN NOTICE TO THE CITY OF SYLVANIA DIVISION OF UTILITIES. I ALSO UNDERSTAND THAT BOTH THE FINANCIAL INSTITUTION AND THE CITY OF SYLVANIA RESERVE THE RIGHT TO TERMINATE THIS PAYMENT PLAN AND/OR MY PARTICIPATION THEREIN.

CUSTOMER NAME (as shown on bill – please print) _____

X _____
Signature Date Phone

SERVICE ADDRESS _____

BANK NAME _____

TYPE OF BANK ACCOUNT: CHECKING _____ SAVINGS _____

PLEASE RETURN PAGE 1 OF THIS FORM AND A VOIDED CHECK OR OTHER DOCUMENT SHOWING YOUR NAME AND CHECKING OR SAVINGS ACCOUNT NUMBER. THIS INFORMATION IS NEEDED SO THAT WE CAN RECORD THE CORRECT BANKING INFORMATION. UNFORTUNATELY, WE CANNOT ACCEPT DEPOSIT TICKETS. PLEASE RETURN BY MAIL, IN PERSON, OR LEAVE IN OUR CONVENIENT DROP BOX LOCATED IN THE FRONT OF THE ADMINISTRATION BUILDING AT 6730 MONROE STREET.

OFFICE USE ONLY

Account Number _____

Account Name _____

Service Address _____

Bank Account Number _____ Routing Number _____

Date Entered _____ Date Closed _____

COMMONLY ASKED QUESTIONS

Q. Is there a charge for this service?

A. No, this service is provided free of charge as a convenience.

Q. How will my bill be paid ?

A. On the due date shown on your bill we will inform your financial institution of the amount due. Your financial institution will pay us that amount from your account.

Q. What if my account is with a credit union or savings and loan?

A. All depositories can participate in this program.

Q. What if I question my bill or want to stop the automated payment plan?

A. Contact us at the number on your bill.

Q. How can I be sure my bill has been paid?

A. Your payment will be clearly itemized on the checking/savings account statement sent by your depository. You may also create an online account.

Q. When will this plan take effect?

A. Depending on your billing cycle and when you sign up, please allow 4-6 weeks.

Q. How will I know the amount of my bill?

A. Your bill will be mailed at least 20 days before it is due.
