

# City of Circleville



## Department of Public Utilities

City Administration Building  
108 East Franklin Street  
Circleville, Ohio 43113  
(740) 477-8255  
Fax: (740) 477-8283  
www.ci.circleville.oh.us

Donald R. McIlroy  
Mayor

Donald R. Sherman, PE  
Director

Please complete the form below to have the City of Circleville automatically deducted your monthly water and/or sewer bill, out of your checking account. The completed form must be submitted to the Department of Public Utilities, located at 108 E. Franklin St., Circleville, OH 43113. A copy of a voided check must be attached. You will still receive a monthly bill; the bill will indicate the date that the automatic payment will be processed on your behalf. You must contact the Utilities Department if you wish to stop automatic payments or if your checking account has had any changes. Complete a separate form for each service account.

The Department of Public Utilities does not charge for this service.

### SIGN UP FOR AUTOMATIC BILL PAYMENT

Please complete ALL sections (incorrect information will cause delays) and return this form:

I authorize the City of Circleville, Department of Public Utilities to instruct my banking institution to make my water/sewer 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 notify the Department of Public Utilities.

(PLEASE PRINT)

Service Account number: \_\_\_\_\_

Service Address: \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorization Signature: \_\_\_\_\_

Financial Institution Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

(Please attach a copy of a voided check so that we can record the correct banking information)