

# 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

## **THIS FORM IS NOT MANDATORY**

### **THIS FORM IS USED, IF YOU WOULD LIKE TO HAVE YOUR BILL SET UP, WITH OUR FREE AUTO PAY SYSTEM**

Please complete the form below, if you would like 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. If you do not have a check, you should provide your checking account information from your bank on their letterhead.

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 address which you may have.

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 Address 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)