

AUTOMATIC BILL PAY IS AVAILABLE

Automatic bill payment pays your water and sewer utility bill through an **automatic deduction from your designated bank account**. You'll receive your monthly utility bill in the mail, around the first day of the month as usual, showing your water usage and other charges. Then, the amount due will be automatically deducted from either your specified checking or savings account around the 10th of the month. Automatic bill payment is easy to set up, and even if you're on vacation or ill, you'll never have to worry about paying your bill again.

To sign up for automatic bill payment, please return a completed and signed authorization form to City Hall (please print legibly). Thanks!



AUTOMATIC BILL PAY CUSTOMER AUTHORIZATION FORM

Please fill out and return to the City of Columbia City

I authorize you and the financial institution listed below to initiate electronic debit entries on the 10th of each month, and if necessary, credit entries and adjustments for any debit entries in error to my:

(Please "check" one)

Checking Account

or

Savings Account

This authority will remain in effect until I have cancelled it in writing or until the water/sewer account is closed.

COLUMBIA CITY WATER ACCT.#

SERVICE ADDRESS

PHONE NUMBER

EMAIL ADDRESS

DATE

FINANCIAL INSTITUTION

NAME (PLEASE PRINT)

BRANCH

CITY

STATE

SIGNATURE

BANK TRANSIT ROUTING NUMBER (must be 9 digits)

BANK ACCOUNT NUMBER INFORMATION

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