



AUTOMATIC UTILITY PAYMENTS

City of Oberlin Utility Billing

We strongly encourage utility customers to sign up for automatic payment of their monthly bill. Enjoy worry free payment of your City Utilities directly from the account you designate. It is quick and easy to do, complete the tear-off form below and mail or drop it off at the utility office as indicated. You will continue to receive your monthly bill. If it is correct, simply make sure you have sufficient funds in your designated bank account, and that's it! The payment will be withdrawn from your account on the due date, avoiding late payment penalties, late payment notices, and, more importantly, potential utility shut-off for non-payment. If you would like to GO PAPERLESS, simply go to our website at www.cityofoberlin.com, and then to "Utilities" and then click on "Email Utility Bill." Please Note, if you want to GO PAPERLESS, you need to sign up for Automatic Payments, form below, AND sign up for email bills through our website.

Automatic Utility Payment - Authorization Form

I, _____ (Print name)

Authorize my financial institution to deduct my monthly utility bill from the account listed below. This deduction will begin on the due date of the month following the current billing cycle. This authority will remain in effect until cancellation is received in writing. ****Return this form with a copy of a voided check if paying from a checking account or deposit slip if paying from a savings account.****

_____ **Signature**

_____ **Financial Institution Name**

_____ **Utility Account Number** _____ **Utility Account Address**

Account Information—please check one of the following and provide account number:

___ **Checking Account Number** _____

___ **Savings Account Number** _____

**Return To: City of Oberlin Finance Office, 69 S. Main St., Oberlin OH 44074
Phone: 440-775-7214**