



Orrville Utilities  
PO Box 107  
Orrville, Ohio 44667  
Phone: (330) 684-5020

## Application for Direct Payment

### Utility Information:

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

Name: \_\_\_\_\_

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

City: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

### Bank Information:

Bank Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

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

Please Circle:    Checking                      Saving

## Customer Agreement

I, \_\_\_\_\_, hereby authorize Orrville Utilities to automatically deduct my monthly utility bill for the above address electronically from the above bank account. I have submitted a "VOIDED" check or deposit slip from the account to assure correct bank information. It is my responsibility to notify the utility office at (330) 684-5020 should I wish to discontinue this service.

## Important Notice

Your next utility bill will not be automatically deducted from your bank account. We must do a prenote with your bank account in the first month. This is a procedure to determine if the direct payment is set up properly. Your direct payment will begin the month following your prenote. This prenote is for your protection.

If you already have "Direct Payment" for your utility bill, you do not have to apply again.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Direct Payment Plan (Optional)**

The easiest, most cost-effective way to pay your utility bill is through the Direct Payment Plan. You can authorize Orrville Utilities to automatically withdraw payment for your utility bill from your financial institution each month. This saves you time, effort, and postage.

**Q.** How do I sign up?

**A.** Complete all sections of the application, sign, and add a voided check or deposit slip. Then simply enclose it with your utility payment.

**Q.** How will my bill be paid?

**A.** On the net due date shown on your bill, Orrville Utilities will inform your banking institution on the amount due. The bank will automatically pay that amount from your account.

**Q.** When will this take affect?

**A.** Please continue to pay until notification is made on your bill. Please allow 6-8 weeks.

**Q.** What if my account is with a Credit Union or Savings & Loan?

**A.** Most financial institutions can participate in this program.

**Q.** How will I know how much my bill is?

**A.** Our utility will send you a copy of the bill, at least 10 days before it is due and indicate when the amount will be paid.

**Q.** What if I have a question about my bill or want to stop the direct payment plan?

**A.** Simply call or write our utility. The number can be found on your bill.

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

**A.** Your utility payment will be clearly itemized on your bank's monthly account statement.

**Q.** Is there a charge for this service?

**A.** No. The utility does not charge for direct payments.

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