



## Direct Payment Authorization Form

The Direct Payment Plan enables residents to have payments automatically deducted from a checking or savings account. You do not have to change your current banking institution to use this service.

### Benefits:

- Saves time and postage with fewer checks to write and mail.
- Pays your bill in a convenient and timely manner, even if you're on vacation.
- Your payment is always on time, saving late charges and maintaining good credit.
- Easy to sign up for and easy to cancel.

Here's how the Direct Payment Plan works: You authorize regularly scheduled payments to be made from your checking or savings account using the form below. Your quarterly payments will be made automatically on **January, April, July, and October 20** or the next business day.

Proof of payment will appear on your bank statement. If your payment amount changes, we will notify you at least 10 days before the payment date. You will still receive a quarterly invoice. The authority you give to charge your account remains in effect until you notify us in writing to terminate the authorization.

To take advantage of this service, complete the authorization form below and return it to us.

1. **Attach a voided check** for verification of all financial institution information. If you are unable to attach the voided check, please fill in your account number and routing number.
2. Return the completed form to City Hall by mail, in person weekdays 8:30 am to 4:30 pm, or in the sewer payment box next to the mailbox in the City Hall exit drive. Please do not send financial information by email.

I authorize the City of Bay Village to initiate electronic debit entries to my

\_\_\_\_ Checking Account (or) \_\_\_\_ Savings Account  
for payment of my sewer maintenance and rubbish pickup fees.

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I cancel it in writing.

Name: (please print) \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

Address of Property: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_