

PORTAGE COUNTY DIRECT DEBIT PAYMENT PROGRAM

WHAT IS IT ?

- A way to pay your sewer and/or water bill without writing checks.
- A way to avoid postage costs.
- A way to ensure timely payments.
- A way to avoid penalties.

HOW DOES IT WORK ?

First you authorize payment directly from your checking or savings account. You will receive your normal billing showing the date and amount to be deducted from your account. There will be time to question or stop the payment if necessary. Your financial institution account statement will show the payment made.

HOW DO I SIGN UP FOR DIRECT DEBIT PAYMENT ?

Complete the authorization form and return it to Portage County Water Resources Office at 449 S. Meridian Street, P.O. Box 812, Ravenna, Ohio 44266-0812 with a voided check or encoded savings deposit slip. This way we can retrieve accurate information about your financial institution and account. The first billing after authorization will be a "Pre-notification" to verify all routing information. Direct Debit Payment will begin with the billing after the "Pre-notification".

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DETACH AND RETURN

SIGN UP FOR DIRECT DEBIT BILL PAYMENT

Please complete **ALL** Sections and return this form to: Portage County Water Resources, 449 S. Meridian Street, P.O. Box 812, Ravenna, Ohio 44266-0812
Phone: (330) 297-3675

I authorize Portage County Water Resources to instruct my banking/savings institution to make my sewer and/or water payments from the account listed below. If at any time I decide to discontinue this payment service, I will notify Portage County Water Resources.

(PLEASE PRINT)

Name (as shown on bill): _____

Date: _____

Service Address: _____

City: _____

State: _____ **Zip Code:** _____ **Phone:** _____

Signature: _____

Banking Information (Bank, Savings & Loan, Credit Union)

Financial Institution: _____

Account Number: _____ **Checking or Savings** _____

(Please enclose a voided check or encoded savings deposit slip so that we can record the correct banking information)