

ACCOUNT # _____

AUTHORIZATION TO DRAFT ACCOUNT

ACCOUNT NAME _____

SERVICE ADDRESS _____

I, _____ authorize the City of Oberlin to draft my bank account in order to make the monthly payment of my City of Oberlin utility bill. Payment amount will vary from month to month depending on usage. (This authorization will remain in effect until revoked by you, your financial institution, or the City of Oberlin.)

I understand that if funds are not available in my account, or the payment is rejected by my banking institution, that I will be: charged a service fee, same as an insufficient check; removed from bank draft and required to pay by cash, money order, or credit card for 12 months.

Should a utility account become delinquent, the service is subject to disconnect. Additional fees are required to reconnect services.

The City of Oberlin will continue to send a monthly billing statement. The billing statement will act as receipt of payment, showing the exact amount that will be deducted from my bank account on the 15th of each month. Changes to bank draft accounts must be made by the 20th of the month in order for changes to be in effect the following month.

This service is offered as a convenience to City of Oberlin utility customers; therefore, I agree to hold the City of Oberlin harmless for action regarding this automatic draft.

This form must be submitted with a voided check or deposit slip.

SIGNATURE _____ DATE _____