



The City of Bellefontaine Utility Department is pleased to offer Direct Bill Payment for our customers. Enjoy the convenience of having your payment automatically deducted from your checking account – no need to write checks or buy stamps.

THINGS TO REMEMBER!

- This service is free to our customers-please check with your bank to see if additional charges apply. Allow 30 days for the enrollment process. You may cancel at any time.
- Your full monthly balance will be deducted from your bank account.
- Your monthly bank statement will reflect this payment as a debit item.
- Your payment will be reversed by the City of Bellefontaine if the bank is unable to honor the charge. Regular bank fees will still apply.
- If you would like to discontinue this service or have any questions, please contact the City of Bellefontaine Department of Utilities at (937) 592-3561.
- Please complete the authorization form on the back of this brochure and return the brochure to the Utility Department along with a voided check and a copy of your most recent utility invoice.
- Your account will be drafted on the payment due date. If the due date falls on the weekend or a holiday it will be drafted on the following business day.
- Please retain a copy of this brochure for your records.

BANK DRAFT AUTHORIZATION

CUSTOMER NAME: _____

CUSTOMER ADDRESS: _____

TELEPHONE NUMBER: _____

UTILITY ACCOUNT NUMBER: _____

CUSTOMER BANK NAME: _____

BANK ADDRESS: _____

BANK TELEPHONE NUMBER: _____

CUSTOMER BANK ACCOUNT NUMBER: _____

CUSTOMER BANK ROUTING TRANSIT NUMBER: _____

DATE: _____

CUSTOMER SIGNATURE: _____

PLEASE SEND THIS FORM, A VOIDED CHECK AND A COPY OF YOUR MOST RECENT UTILITY INVOICE TO:

**CITY OF BELLEFONTAINE
 DEPARTMENT OF UTILITIES
 135 N. DETROIT ST.
 BELLEFONTAINE, OH 43311**

**SAVE YOUR TIME
 AND MONEY WITH
 UTILITY BILL
 AUTOMATIC DIRECT
 PAYMENT**

**FOLLOW ME INSIDE
 AND SEE HOW!!!!**

