

**City of Washington  
301 Walnut  
Washington, IL 61571  
(309) 444-8292**

***Authorization for Electronic Debit Withdrawal for the Water/Sewer (Utilities) billing:***

I authorize the City of Washington to use electronic debit withdrawal for the quarterly payment of my water/sewer billing from the following account:

**Checking Account #:** \_\_\_\_\_

OR

**Savings Account #:** \_\_\_\_\_

Financial Institution Information is as follows:

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

**Bank Routing Number:** \_\_\_\_\_ (9 digits found on the bottom left of check)

1. I understand that direct debit withdrawal is a continuous plan. I understand that this will remain in effect for as long as I have an active water/sewer account in the City of Washington water district.
2. It is my complete understanding that if I elect to terminate or change this authorization in any way, I must give the City of Washington a 30-day written notice. I understand that I must provide a forwarding address for a final billing.
3. Should my bank or financial institution for any reason not honor any draft, I realize that I am still responsible for that payment plus a \$25.00 fee for NSF, Closed Account, or any other reason the utility billing draft is returned and not paid.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(as shown on bank records)

**Print Name:** \_\_\_\_\_  
(print exactly as you sign your check)

**Billing Address:** \_\_\_\_\_

**UB Account Number:** \_\_\_\_\_

**\*\*PLEASE ATTACH A PERSONAL CHECK/DEPOSIT SLIP WITH "VOID" WRITTEN ACROSS THE FACE\*\***

***ADVANTAGES OF ELECTRONIC DEBIT WITHDRAWAL***

- ✓ No need to worry about a lost utility bill.
- ✓ No need to write a check each quarter.
- ✓ No late fee charge with the use of electronic debit withdrawal.
- ✓ The City charges no fees for this service.
- ✓ **You will receive a copy of the utility billing the first of the billing quarter which shows the amount to be debited to your account on the 20<sup>th</sup> of the month in which the bill is due.**
- ✓ Please check with your bank to see if they charge you for an Electronic Debit.