

**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 monthly 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 15-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: _____

Email Address: _____

Utility Billing 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 month.
- ✓ 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 your utility bill the first of the month which shows the amount to be debited from your account on the 20th of the month.**
- ✓ Please check with your bank to see if they charge you for an Electronic Debit.