



## Authorization for Auto-Deduction of Monthly Wooster City Services Billing

- Are you writing out too many checks each month?
- Tired of paying postage to mail your utility bill or having to come into our office?
- You can have your Wooster City Services bill deducted automatically each month from your checking account on the due date of the bill.
- Simply fill out the form below, attach a cancelled or voided check and mail it to the above address. We will then automatically deduct the amount due from your account each month.

### Common Questions

Q: Will I still receive a bill?

A: Yes, you will receive your bill as usual.

Q: When will my first payment be deducted from my account?

A: The first month after we receive your authorization form, we are required to do a "trial run" with your account information to ensure that there will not be any problems deducting the payment from your checking account. All bills will indicate that payment will be deducted from your checking account once in effect.

### Detach Here

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Utility Account Number:

\_\_\_\_\_

Name on Utility Account:

\_\_\_\_\_

Service Address:

\_\_\_\_\_

Telephone Number:

\_\_\_\_\_

Signed Authorization:

\_\_\_\_\_

**Please Be Sure to Attach a Cancelled or Voided Check**