

**City of Delphos, Ohio
Automatic Debit Request
Auto Pay Option (ACH)**

Please complete and return this form if you would like your City of Delphos utility payments to be automatically deducted from your designated bank account. You will still receive your utility bill.

DEDUCTION WILL BEGIN WITH YOUR NEXT BILL

Name: _____ Utility Acct #: _____
Address: _____ Phone No. _____
Bank Name: _____ Bank Phone: _____
Bank Routing #: _____
Bank Account No: _____ Checking Savings

(Please provide a voided check for our records.)

There is no service charge for this service.

I (we) _____ (account holder), hereby authorize the City of Delphos to initiate entries from my checking/savings account at the financial institution listed above, and, if necessary, initiate adjustments for any transactions credited in error. This authority will remain in effect until the City of Delphos is notified by me (us) in writing to cancel it in such time as to afford the City of Delphos and the financial institution a reasonable opportunity to act on it. I (we) understand that the quarterly or monthly account balance will be deducted from the listed financial institution by the 10th of the month in which it is due. If the 10th falls on a weekend or a holiday, the payment will be deducted from the listed financial institution on the final business day prior to the due date. I further understand that there is a \$25.00 charge assessed for insufficient funds.

Signature Date: _____

Return form to:

City of Delphos
Utilities Office
608 N. Canal St.
Delphos, Oh 45833

Any questions, please contact Utility Office at 419-695-4010.