

**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 No.: \_\_\_\_\_

Bank Routing No.: \_\_\_\_\_

Bank Account No.: \_\_\_\_\_ Checking  Savings

**Please provide a voided check or a verification letter from your financial institution 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 monthly account balance will be deducted from the listed financial institution by 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, Ohio 45833

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