



City of Wyoming Automatic Bill Payment Enrollment and Authorization Form

I authorize the City of Wyoming to deduct from my checking, savings or credit card named below to pay the amounts due on my account listed below on my due date or within three business days. I understand that I can stop these automatic payments if I notify the City's Water Department in writing. Changes to automatic payments may take up to 30 days to become effective. I understand that if this automatic debit is not honored by my bank, credit card, or financial institution, my utility account will be assessed an administrative fee of \$35.00 and my utility service may be disconnected for nonpayment.

Please remit this form to: City of Wyoming, Water Department, 800 Oak Avenue, Wyoming, Ohio 45215 or drop it off at the Administrative Building during business hours.

ALL INFORMATION MUST BE COMPLETED OR THE ENROLLMENT FORM WILL BE RETURNED.

Utility Bill Account Number _____

Name _____ Day Time Phone _____

Service Address _____

Mailing Address (if different from above) _____

Authorized Signature _____ Date _____

To select direct debit using your bank account, please check:

- Savings Account Number (ATTACH VOIDED DEPOSIT SLIP) _____
- Checking (ATTACH VOIDED CHECK) _____

Financial Institution Name _____

Financial Institution ABA/Routing Number _____

To select direct debit using your credit card, please check:

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Credit Card Number _____ Exp Date _____

Print Name (as it appears on card) _____

City of Wyoming – Automatic Utility Bill Payment Terms and Conditions

Automatic Payment of Utility Bills

The City of Wyoming is pleased to offer utility customers the ability to pay their utility bills automatically. An enrollment and authorization form must be completed to begin this service.

Payment Date

Your credit card or checking/savings account will be debited on the due date or within three business days. The City is not responsible for any penalties/fees that you may incur if there are insufficient funds to cover your utility bill during the time frame stated above. You will receive your quarterly bill indicating that this is paid via “BANK DRAFT” or “CREDIT CARD DRAFT.” Please review your bill and if you have any questions, please call 821-8044.

Termination

Your automatic payment will remain in effect unless you send written notice cancelling this service or you move out of the City. This notice must be presented to the Water Department five business days before your next payment due date.

If you move to a new service address within the City of Wyoming, a separate application for automatic payment must be completed.

Change of Credit Card or Bank Account Numbers

It is your responsibility to notify the City of Wyoming if you change your credit card or bank account number. Lost, stolen, or cancelled credit cards also need to be reported immediately to the Water Department. A new form is required to be completed to authorize this change and protect against fraud. You also must notify the City with a new expiration date when the credit card is nearing the current expiration date. Failure to notify the City of any changes will result in late payment of your utility bill (penalty fee) plus an administrative fee of \$35.00 for returned item(s).

The City reserves the right to cancel your automatic payment service if your debit does not go through two consecutive times due to insufficient funds, cancelled or invalid credit cards, etc.

Questions

If you have any questions concerning this program, please contact the Water Department at 821-8044.