

**Automatic  
Utility Bill Payment  
Application Form**

**Mail to:  
City of Ottawa  
Auto Pay  
828 E. Norris Dr.  
Ottawa, IL 61350**

**CITY OF  
OTTAWA, IL**

**Automatic  
Utility Bill Payments**

Discover the convenience of automatic bill payment.

Through participation in the program, the City of Ottawa will automatically deduct payment of your water/sewer bill from your checking or savings account.



City of Ottawa  
828 E. Norris Dr.  
Ottawa, IL 61350  
815-434-0158



## HOW DO I ENROLL?

The City of Ottawa's automatic payment program has three easy steps for enrollment.

1. Complete the authorization form.
2. Attach a voided check from your account.
3. **Return the form and voided check to:**

City of Ottawa  
Auto Pay  
828 E. Norris Dr.  
Ottawa, IL 61350

*WHEN THE SERVICE IS  
ACTIVATED, YOUR  
WATER BILL WILL SAY*

*"PD BY DRAFT"*

Most financial institutions participate in automatic pay programs.

## WHEN DO MY FUNDS NEED TO BE IN MY CHECKING OR SAVINGS ACCOUNT?

- You will continue to receive bills indicating your consumption, amount owed and the due date.
- Accounts are not automatically deducted until the due date appearing on your bill.
- You will never pay early or late. Your bank statement will show the date and amount of the automatic payment.

## BILLING QUESTIONS?

If you have questions regarding your billing amount, contact the City of Ottawa Water Billing Department at 815-434-0158.

## AUTOMATIC PAYMENT AUTHORIZATION

I authorize the City of Ottawa, Illinois, to instruct my financial institution to make my water/sewer service payments on the dates due from the account identified below. This authority remains in effect until the City of Ottawa or the financial institution has received written notice from me of termination in sufficient time to allow reasonable action. I understand I must contact the City of Ottawa no less than five (5) business days prior to the due date on the bill to dispute the amount owed.

### DETACH AND RETURN THE FORM BELOW

.....  
\_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
FINANCIAL INSTITUTION

\_\_\_\_\_  
BANK ACCOUNT NUMBER

\_\_\_\_\_  
BANK ROUTING NUMBER

Select one: Checking  Savings

\_\_\_\_\_  
WATER ACCOUNT NUMBER

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
Date