



Automatic Bill Payment

101 S Hickory PO Box 60 Ottawa, Kansas 66067 (785)229-3600

Initials _____
Zone _____
Rec'd _____
By Comp Rm

What is Automatic Bill Payment?

The City of Ottawa offers two convenient Auto Pay options: Bank Draft or Credit/Debit Card. You will eliminate the need to write a check every month, purchase stamps, and make trips to the mailbox. Once enrolled, everything is taken care of automatically.

Will I receive a monthly statement?

Yes. Your monthly statement will be mailed to you approximately two weeks before the payment is deducted from or charged to your account on the draft date. Please review the bill and call us with any questions at (785) 229-3600 at least 5 business days before your draft date. The draft date is displayed on your billing statement.

How do I sign up?

- Complete the Personal Information section below and choose your preferred Auto Pay method by completing **either** the Bank Draft or the Credit/Debit Card option. **You must present your credit or debit card to the Utility's Department so that we can verify the information.**
- Return the form with your next payment or mail it to City of Ottawa, PO Box 60, Ottawa, KS 66067.
- Once the form has been received by our office, a "pre-note" is performed on your next billing cycle, which will send a \$0.00 entry to your account to verify that proper account numbers have been entered.
- **Please continue to pay your bill until "DO NOT PAY-PAID BY DRAFT" appears below the Amount Due on your monthly statement. Allow 30-60 days for processing.**

Personal Information: (please print)

Utility Account Name _____ Utility Account # _____
Phone (_____) _____ Service Address _____

CHOOSE ONLY ONE OF THE FOLLOWING PAYMENT OPTIONS:

Automatic Bank Draft Option:

Checking account Savings account

Bank Name _____

Bank Address _____

9 Digit Routing # _____

Bank Account # _____

(Please attach a voided check.)

Automatic Credit or Debit Card Option:

VISA MasterCard Discover Card

Card # _____

Name as it appears on card:

Card billing address: (city, state, zip)

Expiration date: _____ Security Code: _____

(Please provide card for verification.)

I hereby authorize the City of Ottawa to deduct my monthly utility payment(s) from my bank/credit union account or authorized credit card account listed above on or after the due date. I agree to notify the City immediately if I wish to change the credit card used, or if any information, such as the expiration date, on the authorized card changes. I agree a fee may be charged if my Auto Pay payment is declined. NSF fees for ACH are \$35.00 for bank draft and \$ 30.00 for credit card. This authorization is to remain in effect until revoked by me in writing.

Signature _____ Date _____

(DO NOT WRITE BELOW THIS LINE—FOR BACK OFFICE USE)