



Do you find yourself rushing to pay your utility bill on time?

If you would like to have your payment automatically deducted from your checking or savings account on the due date each month, please complete the attached form and return with your payment or you can bring it to our office at 201 S Main. We now have a drop box for your use any time of day or night.

**VILLAGE OF FORT RECOVERY
AUTOMATIC PAYMENT AUTHORIZATION FORM**

I hereby authorize the Village of Fort Recovery to initiate entries to my checking/savings account at the financial institution listed below, and if necessary, initiate adjustments on any transaction credited in error to my account. Please deduct the full amount of my bill on the 16th of each month. Items returned for NSF by my bank will receive a service charge.

Name: _____ Account # _____

Address: _____ Email _____

Phone: _____ Cell _____

☐ **Yes**, I would like to receive my monthly invoices by email only. I understand that if I choose to, I may notify you that I would like to switch back to paper invoices by mail.

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Name of Financial Institution: _____

Branch: _____ City: _____ State _____

Account Number _____ ☐ checking ☐ savings

Routing Number: _____

PLEASE ATTACH A BLANK OR VOIDED CHECK

This authority will remain in effect until I notify The Village of Fort Recovery in writing to cancel this authorization form. To cancel, the Village will need 30 days' notice.

Signature: X _____

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Office use

Effective Date of first payment: _____ Office _____
Initials date entered

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I hereby terminate this authorization. X _____
Signature Date

The first deduction will not take place until the next payment due date the month after this form is received by our office. If you have any questions please feel free to contact me at **419-375-2530** or by email to jschoonover@fortrecovery.org.