



# Application for Automatic Payment (ACH)

*NOTE: Use can use the "tab" key or "enter" key to move through the form.*

## Utility Information:

Orrville Utility Account Number(s): \_\_\_\_\_

Customer Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

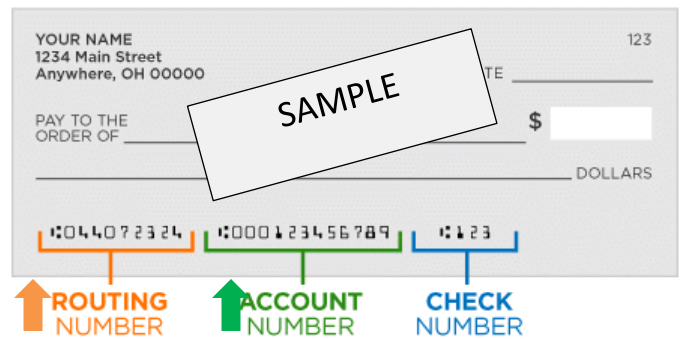
Email: \_\_\_\_\_

## Bank Information:

Bank Name: \_\_\_\_\_

Routing Number 9 digits: \_\_\_\_\_

Account Number: \_\_\_\_\_  
Including leading zeros



Please Select One:  Checking  Savings

## Customer Agreement

I, \_\_\_\_\_, hereby authorize Orrville Utilities to automatically deduct my monthly utility bill for the above address electronically from the above bank account. I am submitting a "VOIDED" check from the account to assure correct bank information.

It is my responsibility to notify Orrville Utilities should I wish to discontinue the automatic payment option. I will do so by requesting a cancellation form from Orrville Utilities by mail, email or calling 330.684.5020, option # 3.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This form must be fully completed before the application can be approved.*

**Mail the form to:**  
Orrville Utilities Billing Office  
P O Box 107  
Orrville, OH 44667  
Phone: 330-684-5020, option #3  
**OR Email to:** cashier@orrutilities.com

## Automatic Payment Plan (ACH)

The easiest, most cost-effective way to pay your utility bill is through the Automatic Payment Plan known as “ACH”. You can authorize Orrville Utilities to automatically withdraw payment for your utility bill from your financial institution each month. This saves you time, effort, and postage.

**Q. How do I sign up?**

**A.** *Complete all sections of the application, sign, and add a voided check. Then simply return the form to our office.*

**Q. How will my bill be paid?**

**A.** *On the due date shown on your bill, Orrville Utilities will inform your banking institution of the amount due. The bank will automatically pay that amount from your account.*

**Q. When will this take affect?**

**A.** *Start dates vary, depending on which billing cycle you are in. Please contact us at 330.684.5020, option # 3 or email your question to [cashier@orrutilities.com](mailto:cashier@orrutilities.com), we will be happy to provide that information.*

**Q. What if my account is with a Credit Union or Savings & Loan?**

**A.** *Most financial institutions can participate in this program.*

**Q. How will I know how much my bill is?**

**A.** *Our utility will send you a copy of the bill, at least 10 days before it is due and indicate when the amount will be paid.*

**Q. What if I have a question about my bill?**

**A.** *Simply call, or email us. The number can be found on your bill.*

**Q. How can I be sure my bill has been paid?**

**A.** *Your utility payment will be clearly itemized on your bank’s monthly account statement.*

**Q. Is there a charge for this service?**

**A.** *No. The utility does not charge for direct payments.*

**Q. How do I stop the automatic payment plan?**

**A.** *You can cancel your automatic payment plan by completing the cancellation form. Just call the office at 330.684.5020, option # 3, or email [cashier@orrutilities.com](mailto:cashier@orrutilities.com).*