



Free Automatic Payment (ACH)

Customers may opt to have the monthly payment deducted from their checking or savings account on the bill due date.

- Save time and money on mailing
- Avoid late fees or missed payments
- Still continue to receive a detailed monthly statement
- It's easy, convenient and secure!

DESCRIPTION	SERVICE FROM	SERVICE TO	PRIOR READING	CURRENT READING	USAGE	AMOUNT
100 - WATER	07/09/2018	08/10/2018	22240	25740 A	3500	25.09
200 - SEWER						33.32
304 - WATER PLANT DEBT						6.78
306 - EASTSIDE TRUNK SEWER DEBT						4.05
310 - SEWER CAPITAL IMPROVEMENT						5.90
					Current Charges	75.14
					TOTAL DUE	\$75.14
ACH ACCOUNT - DO NOT REMIT PAYMENT						

Frequently Asked Questions

Q. Is there a fee for this service?

A. No fee from the City, but check with your financial institution about potential fees.

Q. When will the automatic payments begin?

A. With your next monthly bill.

Q. Will I still receive a bill?

A. Yes. To verify the set-up of your automatic payment, **ACH ACCOUNT - DO NOT REMIT PAYMENT** should be stated at the bottom of your bill.

Q. When will my bill be paid?

A. The amount on your bill will be automatically deducted from your financial institution on the due date shown on the bill.

Q. How will I know if my bill is paid?

A. You can check with your financial institution to verify that the payment was deducted from your bank account on the bill due date.

Q. What if I change banks or the bank name changes?

A. You will need to send a new authorization form and a voided check from the new account. Payments may be rejected if the information is not current. Call the Water/Sewer Billing Department at 440-286-2949 to request a new form or visit the City's website at www.chardon.cc.

Q. Can multiple accounts be paid automatically?

A. Yes, if you note each account to be paid from the same bank on this form. Complete separate forms if you wish to pay from a different bank for each account and include the voided checks.

Q. What if a payment is rejected?

A. Payments may be rejected for insufficient funds, closed accounts, etc. If rejected, the City will charge a processing fee. The City also can discontinue this service if your payment is rejected more than once in a 12-month period.



City of Chardon

Chardon Municipal Center • 111 Water Street • Chardon, Ohio 44024-1201

Automatic Payment of Your Water/Sewer Bill

The City of Chardon is pleased to offer a program that allows for the automatic payment of your water/sewer bill. Simply fill out the information below to have your payment deducted every month from your bank account. **PLEASE ALSO STAPLE A VOIDED CHECK SO THAT WE HAVE THE CORRECT BANKING INFORMATION TO SET UP YOUR AUTOMATIC PAYMENT.**

Name on Water/Sewer Account

Water/Sewer Account Number

Checking Savings

Service Address

Check Box for Bank Account Type

I authorize the City of Chardon and my financial institution to automatically deduct all future payments of my water/sewer bills from the account provided. I understand that both the City of Chardon and my financial institution reserve the right to terminate this authorization and my participation therein. If I choose to terminate this authorization, I will immediately notify the City of Chardon's Water/Sewer Billing Department at 440-286-2949. To stop automatic payments for the next bill I need to contact the Water/Sewer Billing Department at least three business days prior to the end of the current month.

Signature

Date

Daytime Phone Number

SEND THE COMPLETED FORM WITH YOUR VOIDED CHECK TO THE ADDRESS AT THE TOP OF THIS FORM, TO THE ATTENTION OF THE WATER/SEWER BILLING DEPARTMENT.

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