# **Defiance County Wastewater**

# **Enroll In Paperless Billing Instructions**

#### Login / Create Account

#### **Find Your Full Account Number**

You will need your full account number, including the leading zero, the dash and the last digit. An example of the account number is: 0000-2 CID number can be found on your bill card above your "account number."

#### **Enroll In Paperless Billing**

Defiance County Wastewater highly recommends you enroll in paperless billing to ensure you receive your bill.

Once you have created your account, you will receive an email from Municipality to verify your email address.

If you already have an account, please login and go to your account settings. Then choose "Enroll in paperless billing." This will automatically send your monthly bill to your email account.

## If you have any questions concerning this new procedure, feel free to give us a call at 419-782-2230 and our staff will be most happy to assist you.

# DEFIANCE COUNTY WASTEWATER AUTOMATIC PAYMENT WITHDRAWAL CONTRACT For ACH (Automated Clearing House) Transactions

I hereby authorize Defiance County Wastewater to withdraw funds from my bank account on or around the **12<sup>th</sup>** day of each month, or next business day in the case of weekends or holidays, for the purpose of paying my Defiance County Wastewater Bill.

# <u>Signing up for the ACH Option</u>: Please note, this option takes a billing cycle to become effective. Please be sure that when you sign up for this option, you pay your bill for that month through your normal procedure. The following month, your payment will then be automatically withdrawn.

This authority is to remain in force and effect until Defiance County Wastewater has received written notification from me of its termination in time and in such manner as to afford Defiance County Wastewater a reasonable opportunity to act on it.

ACCOUNT NUMBER:
FULL NAME:
MAILING ADDRESS:
PHONE NUMBER:
EMAIL:
SIGNATURE:
DATE:
BANK NAME:
BANK CITY & STATE:
BANK ACCOUNT NUMBER:
BANK ROUTING NUMBER:

### THIS AGREEMENT CANNOT BE PUT INTO EFFECT WITHOUT A VOIDED CHECK

Any bank charges for insufficient funds are the responsibility of the customer and they will be charged to their account.

#### Mail completed form and voided check to the address below:

Defiance County Wastewater Operations 500 W. 2<sup>nd</sup> Street, Suite 102 Defiance, Ohio 43512