

**Automatic
Utility Bill Payment
Application Form**

**Mail to:
City of Ottawa
Auto Pay
828 E. Norris Dr.
Ottawa, IL 61350**

**CITY OF
OTTAWA, IL
Automatic
Utility Bill Payments**

Discover the convenience
of automatic bill payment.

Through participation in the
program, the City of Ottawa
will automatically deduct
payment of your water/sewer
bill from your checking or
savings account.

**City of Ottawa
828 E. Norris Dr.
Ottawa, IL 61350
815-434-0158**

AUTOMATIC PAYMENT AUTHORIZATION

I authorize the City of Ottawa, Illinois, to instruct my financial institution to make my water/sewer service payments on the dates due from the account identified below. This authority remains in effect until the City of Ottawa or the financial institution has received written notice from me of termination in sufficient time to allow reasonable action. I understand I must contact the City of Ottawa no less than five (5) business days prior to the due date on the bill to dispute the amount owed.

DETACH AND RETURN THE FORM BELOW

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NAME

ADDRESS

PHONE NUMBER

FINANCIAL INSTITUTION

BANK ACCOUNT NUMBER

BANK ROUTING NUMBER

Checking _____ Savings _____ (select one)

WATER ACCOUNT NUMBER

Signature

Date

HOW DO I ENROLL?

The City of Ottawa’s automatic payment program has three easy steps for enrollment.

- 1. Complete the authorization form.
- 2. Attach a voided check from your account.
- 3. **Return the form and voided check to:**

City of Ottawa
Auto Pay
828 E. Norris Dr.
Ottawa, IL 61350

WHEN THE SERVICE IS ACTIVATED, YOUR WATER BILL WILL SAY

“DO NOT PAY–AUTO PAY”

Most financial institutions participate in automatic pay programs.

WHEN DO MY FUNDS NEED TO BE IN MY CHECKING OR SAVINGS ACCOUNT?

- You will continue to receive bills indicating your consumption, amount owed and the due date.
- Accounts are not automatically deducted until the due date appearing on your bill.
- You will never pay early or late. Your bank statement will show the date and amount of the automatic payment.

BILLING QUESTIONS?

If you have questions regarding your billing amount, contact the City of Ottawa Water Billing Department at 815-434-0158.