



Automatic Bill Payment

101 S Hickory PO Box 60 Ottawa, Kansas 66067 (785)229-3600

Front Office:
Zone _____
Initials _____
Date _____

What is Automatic Bill Payment?

The City of Ottawa offers bank draft. You will eliminate the need to write a check every month, purchase stamps, and make trips to the mailbox. Once enrolled, everything is taken care of automatically.

Will I receive a monthly statement?

Yes. Your monthly statement will be mailed to you approximately two weeks before the payment is deducted from or charged to your account on the draft date. Please review the bill and call us with any questions at (785) 229-3600 at least 5 business days before your draft date. The draft date is displayed on your billing statement.

How do I sign up?

- Complete the Personal Information section below.
- Return the form with your next payment or mail it to City of Ottawa, PO Box 60, Ottawa, KS 66067.
- Once the form has been received by our office, a “pre-note” is performed on your next billing cycle, which will send a \$0.00 entry to your account to verify that proper account numbers have been entered.
- **Please continue to pay your bill until “DO NOT PAY-PAID BY DRAFT” appears below the Amount Due on your monthly statement. Allow 30-60 days for processing.**

Personal Information: (please print)	Circle One: Utility Account / Retiree Insurance
Account Name _____	Account # _____
Phone (____) _____	Service Address _____

COMPLETE THE FOLLOWING AUTOMATIC BANK DRAFT OPTION:

<input type="checkbox"/> Checking account	<input type="checkbox"/> Savings account
Bank Name _____	
Bank Address _____	
9 Digit Routing # _____	
Bank Account # _____	
(Please attach a voided check.)	

I hereby authorize the City of Ottawa to deduct my monthly utility payment(s) from my bank/credit union account listed above on or after the due date. I agree to notify the City immediately if I wish to change the bank information used, or if any information changes. I agree a fee may be charged if my Auto Pay payment is declined. **NSF fees for ACH are \$35.00 for bank draft.** This authorization is to remain in effect until revoked by me in writing.

Signature _____ Date _____
(DO NOT WRITE BELOW THIS LINE—FOR BACK OFFICE USE)

Comp Room:
Initials _____
Date _____