



**City of Sylvania Utility Billing**  
**6730 Monroe St Sylvania OH 43560-1994**  
**Phone: 419-885-8950 Fax: 419-885-8963**



**Automatic Bill Payment Authorization**

**I authorize the City of Sylvania Division of Utilities to instruct my financial institution to make my utility payments from the account listed below. I understand that I control my payments and if at any time I decide to discontinue this payment service I will provide written notice to the City of Sylvania Division of Utilities. I also understand that both the financial institution and the City of Sylvania reserve the right to terminate this payment plan and/or my participation therein.**

**Customer Name (as shown on bill – please print)** \_\_\_\_\_

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

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

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

**Service Account Number:** \_\_\_\_\_

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

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

**Routing Number:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Type of Bank Account:**                      **Checking** \_\_\_\_\_ **Savings** \_\_\_\_\_

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**Frequently Asked Questions**

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

**A. No, this service is provided free of charge as a convenience.**

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

**A. On the due date shown on your bill we will inform your financial institution of the amount due. Your financial institution will pay us that amount from your account.**

**Q. What if my account is with a credit union or savings and loan?**

**A. All depositories can participate in this program.**

**Q. What if I question my bill or want to stop the automated payment plan?**

**A. Contact us at the number on your bill.**

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

**A. Your payment will be clearly itemized on the checking/savings account statement sent by your depository. You may also create an online account.**

**Q. How will I know the amount of my bill?**

**A. Your bill will be mailed at least 20 days before it is due.**

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**OFFICE USE ONLY**

**Date Entered** \_\_\_\_\_ **Date Closed** \_\_\_\_\_