



# ACH WITHDRAWAL - AUTOMATIC PAYMENT AGREEMENT

City of Oshkosh Utilities • 215 Church Ave, Oshkosh WI 54901

Office: (920) 232-5325

utilitybill@oshkoshwi.gov

The City of Oshkosh offers a convenient option for paying your monthly utility bill by automatic withdrawal from your bank account. We will automatically deduct your utility charges each month from your checking or savings account through the Automated Clearing House (ACH).

Please print name, address, and account number exactly as they appear on your bill:			
Name:			
Service Address:			
Water Utility Account # and CID#: _____ - _____			
Telephone #:			
E-mail:	Billing Statement Delivery:	Email	Postal Mail
Mailing address, if different than above:			
Street or P.O. Box address:			
City:	State:		
BANK ACCOUNT INFORMATION			
Bank Name:			
Routing Number:	Checking:	Savings:	
Account Number:			

- These numbers are located on the bottom of your check as follows:

Routing Number      Account Number

\*If you are using a savings account, contact your financial institution for the routing number

- To sign up, fill in the information on this form and **RETURN THIS FORM WITH A VOIDED BLANK CHECK (REQUIRED)**. Submit this form to City Hall. Your application for ACH will be processed within 48 business hours.
- You will continue to receive a monthly bill (email or postal mail) that shows your water consumption and utility charges. If you have questions on your bill, contact our office at least five days prior to the due date.
- Your bill will indicate that you have chosen the automatic bill payment option, and the **Total Amount Due** will be withdrawn from your bank account on the due date.
- If the payment is rejected by the bank, the City will impose a \$35 return item fee on your account.

I hereby authorize the City of Oshkosh to initiate payment from my account at the institution named on the enclosed voided check, and I authorize that institution to debit my account for that payment. This authorization will remain in effect until I terminate it, allowing 10 days prior to payment due date. I have the right to stop payment on individual entry or to have entries corrected by timely notification to the City of Oshkosh and my financial institution. The City of Oshkosh also has the right to cancel this agreement at any time by providing timely notification to me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### MAIL FORM AND VOIDED CHECK TO:

City of Oshkosh Utilities  
P.O. Box 1130  
Oshkosh, WI 54903-1130

\*\* You can also bring the form to the Utility Accounting counter at City Hall, use the drop box outside the door, or email the form and voided check