



## AUTOMATIC PAYMENT AUTHORIZATION

The City of Westlake is now offering Electronic Funds Transfer. With this option, your sewer payment will be automatically withdrawn from your checking account.

With Electronic Funds Transfer, you will receive your sewer bill as usual. On the fifteenth of each quarter (January, April, July, October), or the next business day following if the fifteenth falls on a weekend or holiday, the amount of your bill is automatically deducted from your checking account.

To take advantage of this new service, complete the form below and return it to the *Finance Department* at:

**27700 Hilliard Boulevard, Westlake, OH 44145**

Please attach a copy of a voided blank check or deposit slip. You will receive confirmation on your sewer bill for the effective date of your first automatic withdrawal.

If you have any questions, please call us at 440-871-3300.

**Information regarding your bank:**

Bank Name (Depository) \_\_\_\_\_  
Branch \_\_\_\_\_  
City, State \_\_\_\_\_

**Information regarding your checking account:**

Bank Routing No. (9 digits preceding account #) \_\_\_\_\_  
Bank Account # \_\_\_\_\_

**Information about you:**

Customer Account # \_\_\_\_\_  
Service Address \_\_\_\_\_  
Name(s) on Account \_\_\_\_\_  
Phone Number \_\_\_\_\_

### AUTHORIZATION AGREEMENT FOR PREAUTHORIZED PAYMENTS

I (we) hereby authorize the City of Westlake to initiate debit entries to my (our) checking account as indicated above, TO DEBIT THE SAME TO SUCH ACCOUNT. This authority is to remain in full effect until the City of Westlake has received written notice from me (or either of us) of its termination in such time and in such manner as to afford the City of Westlake a reasonable opportunity to act on it. The effective date will be on the next quarterly sewer billing following my authorization, or as notified by the City of Westlake.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Joint Account)

\_\_\_\_\_  
Date

**ATTACH A COPY OF A VOIDED CHECK OR DEPOSIT SLIP**