



Wooster City Services
 PO Box 1128
 Wooster, Ohio 44691
 (330) 263-5228

Authorization for Auto-Deduction of Utility Bill

Utility Account Number: _____

Service Address: _____

Name On Utility Account: _____

Telephone Number: _____

Signed Authorization: _____

PLEASE ATTACH A CANCELLED OR VOIDED CHECK

Detach Here

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Writing out too many checks each month? Tired of paying postage to mail your utility bill or having to come into our office? You can have your Wooster City Services bill deducted automatically each month from your checking account on the due date of the bill. Simply fill out the above form, attach a cancelled or voided check and mail it to the above address. We will then automatically deduct the amount due from your account each month.

Common Questions

Q: Will I still receive a bill?

A: Yes, you will receive your bill as usual.

Q: When will my first payment be deducted from my account?

A: The first month after we receive your authorization form, we are required to do a “trial run” with your account information to ensure that there will not be any problems deducting the payment from your account. Your bill will read “DEDUCTED FROM CHECKING” on any bill that will be deducted from your account.