



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. Future bills will say “THIS BILL WILL BE DEDUCTED FROM YOUR ACCOUNT ON THE DUE DATE”.

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

A: We will start the automatic payment as soon as possible. Forms received by the 15th of the month can have the current month’s bill deducted. Forms received after the 15th of the month may not be processed in time to pay the current month’s bill, but will be in effect by the following month’s bill.

Q: When will the money be taken from account?

A: On the due date of the bill.