

**CITY OF NORWALK**

Utility Billing Office

P.O. Box 585, 38 Whittlesey Ave.

Norwalk, OH 44857-0585

Telephone No. 419/663-6740

Fax: 419/663-6786

**DIRECT CHARGE (ACH DEBITS) AUTHORIZATION FORM**

**REQUIRED BANKING INFORMATION:**

\_\_\_\_\_  
(Financial Institution Name) (Branch & Phone Number)

\_\_\_\_\_  
(Institution's Address) (City, State, Zip Code)

\_\_\_\_\_  
(Routing Number) (Bank Account Number)

( ) Checking Account ( ) Savings Account

I authorize the City of Norwalk Utility Billing office to automatically deduct my water and sewer bill payment from the account listed above. I understand that if I decide to discontinue this payment plan (ACH) I will notify the City of Norwalk in writing at the above address.

**Please continue to PAY YOUR BILL AS USUAL, until notification is shown on your bill. (Normally, this process begins the month after this form is received in our office.)** If you are moving and requesting a final bill, your final bill will be mailed directly to you and will not be through this payment plan of ACH, directly from your bank account.

**CUSTOMER INFORMATION:**

\_\_\_\_\_  
Print Name Signature

\_\_\_\_\_  
Service Address Water and Sewer Acct No.(as shown on bill)

\_\_\_\_\_  
Daytime Phone number Date signed

**Please complete and return this form along with a voided check, or we will not be able to begin this service for you.**

\_\_\_\_\_  
City Clerk Signature Clerk Initial & Date Activated: entered in master file

