



GEAUGA COUNTY BOARD OF COMMISSIONERS

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REGISTRATION FOR AUTOMATIC WITHDRAWAL Bi-Monthly Payment Schedule

I authorize the Geauga County Department of Water Resources to automatically withdrawal my bi-monthly water and/or sewer payments from the account listed below. I understand that I control my payments, and if at any time I decide to discontinue this payment service, I will notify the Water Resources Department.

I further understand that should the below account contain insufficient funds to cover my payment I will be removed from this program. If a payment is missed due to insufficient funds and has not been paid by the annual certification date, a penalty will be applied to the unpaid balance.

Bi-Monthly payments will be made on or about the following dates: February 15, April 15, June 15, August 15, October 15, and December 15. If the 15th falls on a Saturday or Sunday the payment will be taken out on the following Monday.

****PLEASE PRINT****

This is a (check one) New Application Change of information

Name: _____ Account No.: _____

Address: _____ City & State: _____

Zip Code: _____ Phone: _____

Name of Financial Institution: _____

Type of Account: Checking _____ Savings _____ Other _____ (Explain) _____

Account Number: _____ Bank Routing Number: _____

Enclose a voided check to verify bank information.

I have read and agreed to the terms listed above.

Signature

Date

AUTOMATIC WITHDRAWAL

For Bi-Monthly **Water** and/or **Sewer** Bill Payments

Thank you for your interest in the **Automatic Withdrawal** program (aka: **ACH**). The Geauga County Department of Water Resources (GCDWR) is pleased to be able to offer this payment option for your convenience. The ACH program allows the GCDWR to make automatic payment deductions from your checking or savings account. This will be done on a **BI-MONTHLY** basis and will mirror the current billing periods as they are now. Listed below are the requirements needed to be eligible for these programs:

- Your account must be current.
- **Bi-Monthly payments will be made on or about the following dates: February 15, April 15, June 15, August 15, October 15, and December 15.** If the 15th falls on a Saturday, Sunday, or Federal Holiday the payment will be taken out on the following business day.
- If a payment is missed due to insufficient funds and has not been paid by the annual certification date, a 6% penalty will be applied to the past due balance and transferred to your property taxes the same as all other unpaid balances.
- If an account shows insufficient funds, the GCDWR will not resubmit for that payment. It is up to you to make sure all payments are made. GCDWR has the right to cancel your application should the account show insufficient funds. It is at the discretion of the department whether the application is terminated.
- You will need to return the application with a voided check or deposit ticket. **NO APPLICATION WILL BE ACCEPTED WITHOUT VALID PROOF OF BANK INFORMATION.**
- Customers participating in this program will still receive a statement from the GCDWR in the same format as our current bills. However it will indicate that the **Balance Due will be Bank Drafted.** Please keep this to document the status of your account.
- If you want to make sure that your payment was made check with your financial institution to verify that the payment was deducted from your account.
- You may discontinue this service at any time by completing an “Agreement to Discontinue Monthly or Semi-Annual Deductions” form. You can obtain this form through the mail by calling our office or in person by visiting our office.
- There is no fee for this service.
- New Accounts or changes to existing accounts will take ONE BILLING CYCLE to go into effect.

Please remember to cancel your ACH if you move.

Should you have any questions about this program or its guidelines feel free to contact the Geauga County Department of Water Resources at (440) 279-1970 during normal business hours and we would be happy to assist you.