

## Village of Tontogany

# Automatic Draft Program

*The no-check, no-postage, no-hassle way to pay your utility bill!*



## Village of Tontogany

### Utilities Department

PO Box 151  
Tontogany, OH 43565



**Phone:**  
419-823-9013



**E-mail:**  
tontoganyvillage@frontier.com



**Web:**  
www.tontoganyohio.gov

**FOR YOUR CONVENIENCE**, the Village of Tontogany offers an **Automatic Draft Program** as a no-hassle alternative to paper checks for paying your monthly utility bill. Automatic draft allows you to pay your bill by automatic deduction from your checking account, saving you the cost of checks, envelopes, and postage. And you will never have to worry about missed payments or late fees, because automatic draft payments are always on time!

**TO SIGN UP**, simply complete the application at the bottom of this page and mail it, along with a VOIDED check, to the Village of Tontogany, PO Box 151, Tontogany, OH 43565.

**ALLOW 30 DAYS FOR PROCESSING** (although it may not take that long). Continue paying your utility bill by check until your bill displays the message "Automatic Draft—Do Not Pay." Then you will know your bill is being paid directly from your checking account. A copy of your bill will continue to be mailed to you each month, for your records only.

**PROOF OF YOUR PAYMENT** will be itemized on your monthly bank statement. Automatic withdrawal occurs on the due date shown on your monthly utility bill. If there is a question or problem with your automatic draft transfer, or you think your statement is wrong, simply notify your financial institution within 60 days for a prompt investigation.

**RETURNED PAYMENTS** due to insufficient funds are subject to established charges.

**CANCELLATION** is easy. If you no longer wish to participate in the *Automatic Draft Program*, just notify the Village of Tontogany in writing 30 days before you wish to have this service cancelled.

**QUESTIONS?** If you have any questions about your bill or about using the *Automatic Draft Program*, please call the Village office at 419-823-9013. If there is no one available to take the call, please leave a message and a number where you can be reached.



## Automatic Draft Program Application

*(Please complete this form and then clip and mail it to: Village of Tontogany, PO Box 151, Tontogany, OH 43565)*

Name: \_\_\_\_\_ Utility Account Number: \_\_\_\_\_

Service Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I, \_\_\_\_\_ (checking account holder), authorize my bank to make monthly utility bill payments directly to the Village of Tontogany and post them to my account.

Bank Name: \_\_\_\_\_ New Banking Information  Revised Information

Authorized Bank Account Number: \_\_\_\_\_ (include a VOIDED check for this account)

I understand that I control my payment, and if at any time I decide to discontinue the automatic draft payment service, I will notify the Village of Tontogany. I also understand that if funds are not available in my authorized bank account to pay the utility bill two times in a 12 month period, the Village of Tontogany may discontinue my participation in the *Automatic Draft Program*. Returned payments, due to insufficient funds, are subject to established charges.

Signature of authorized bank account holder: \_\_\_\_\_ Date: \_\_\_\_\_

Address of authorized bank account holder: \_\_\_\_\_