

**RECEIVE YOUR UTILITY BILL BY EMAIL**  
**FROM THE CITY OF OBERLIN UTILITIES**



**Sign Up Today!**

Go to [www.cityofoberlin.com](http://www.cityofoberlin.com) then to For Residents, Utilities and click Email Billing

For New Accounts: you can sign up after you receive your first bill.

**AND then, Go COMPLETELY PAPERLESS**

Have your utility bill paid automatically through your bank, simply fill out the form below and return it to the City of Oberlin Utility office.

**REMEMBER!**

To Go Completely Paperless you have to sign up for Email bills on our website AND submit the form below. If you only sign up for Email bills you will need to print the bill and mail it in, or bring it to the utility office.

**Automatic Utility Payment - Authorization Form**

I, \_\_\_\_\_ (Print name)

Authorize my financial institution to deduct my monthly utility bill from the account listed below. This deduction will begin on the due date of the month following the current billing cycle. This authority will remain in effect until cancellation is received in writing. IT COULD TAKE A FULL BILLING CYCLE, ONE MONTH, FOR YOUR AUTO DEDUCTION TO BEGIN, refer to your billing statement. \*\*Return this form with a copy of a voided check if paying from a checking account or deposit slip if paying from a savings account.\*\*

\_\_\_\_\_ **Signature** \_\_\_\_\_ **Financial Institution Name**

\_\_\_\_\_ **Utility Account Number** \_\_\_\_\_ **Utility Account Address**

**Account Information—please check one of the following and provide account number:**

\_\_\_ **Checking Account Number** \_\_\_\_\_ **Routing Number** \_\_\_\_\_

\_\_\_ **Savings Account Number** \_\_\_\_\_ **Routing Number** \_\_\_\_\_

**Return with Your Utility Payment or to the Address Below:**  
**City of Oberlin Finance Office, 69 S. Main St., Oberlin OH 44074**  
**Phone 440-775-7214**