



**Would you like to have your water, wastewater, and/or storm water utility payment automatically deducted from your checking account each month?** If so, you can conveniently do so by filling out the form below, attaching a voided check, and returning it to the City of Mount Vernon Division of Water & Wastewater. Further instructions can be found at the bottom of this form.

### Automatic Transaction Agreement

Customer Name \_\_\_\_\_

Customer Address \_\_\_\_\_

Account Number \_\_\_\_\_

Service Address \_\_\_\_\_

\_\_\_\_\_

Bank Routing Number \_\_\_\_\_

Bank Account Number \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**I give my authorization for SUREPAY deduction of my water and/or wastewater billings. By signing this form, I am authorizing the Mount Vernon Division of Water and Wastewater to verify my account information with my financial institution. This authorization can be revoked at any time in writing.**

This completed form, along with a voided check, can be returned to the **City of Mount Vernon Division of Water & Wastewater office at 3 North Gay Street, Mount Vernon, OH 43050** in any of the following ways:

- 1) The US mail
- 2) Any of the three office drop boxes
- 3) Email to [waterclk4@mountvernonohio.org](mailto:waterclk4@mountvernonohio.org)

If you are contemplating this service, but are not yet ready to commit, you can download this form at any time at [mountvernonohio.org](http://mountvernonohio.org). You will go to the “Documents Library”, scroll down to “Applications”, then choose and print the “Surepay Automatic Transaction Agreement” form and return it to our office with a voided check following the directions above.

If you have any questions, please call 740-393-9504.