



City of Xenia Utility Billing Division
107 E Main Street
Xenia, OH 45385-3203
Voice (937) 376-7242 Fax (937) 376-8914

REQUEST FOR ACH WITHDRAWAL OF MONTHLY UTILITY BILL

Tired of writing checks and postage increases? Want to avoid late payment penalties? Consider signing up for ACH withdrawal of your monthly Xenia utility bill.

How does it work?

You provide the City of Xenia with your banking information (your information will be kept confidential). The first month after you sign up, we will send a test transaction to your bank to verify that all the information is correct. The following month, your current balance due will be deducted from your account on the 4th of the month (or the next business day). Once your ACH withdrawals are active, the message "PLEASE DO NOT PAY - Payment will be automatically deducted from your bank on the due date" will appear on your bill.

How do I sign up?

You must complete the form below and provide a voided check for the bank account you wish the withdrawals to be made from. You will still receive a monthly utility bill (bills are normally mailed by the 16th of the month) and once your ACH account has been established, the bill will state the amount that will be deducted from your bank account on the due date (or the next business day if the due date falls on a weekend or banking holiday).

Important Notices/Terms:

- Returned ACH transactions are subject to a \$25.00 returned item fee and may subject your utility account to disconnection.
You are responsible for notifying the Utility Billing Division in writing when there are any changes to your banking information or when you wish to discontinue ACH withdrawals.
Unless you notify us in writing to discontinue ACH withdrawals, all bills including final bills will be processed via ACH.
The total amount due as shown on the most recent monthly bill will automatically be deducted from your bank account.

Customer Name _____ Phone # _____

Utility Service Address _____ Date: _____

I have read the above and agree with the notices/terms listed. I have attached a voided check (forms will not be processed without a voided check) and I am authorizing the City of Xenia Ohio to perform ACH withdrawals from the bank account listed on the check to pay my Xenia utility bill. If you have multiple Xenia bills that you wish to have paid from a single bank account, please complete a form for each service address and submit all forms with the voided check. SUBMIT THIS FORM WITH A VOIDED CHECK USING THE SECURE EMAIL LINK ON THE UTILITY WEBPAGE.

Email in lieu of signature of person authorizing ACH withdrawals: _____

For office use only: Utility Account Number: _____
Information Entered by: _____ Date: _____
Prenote: _____ Actual Debit: _____