

**CANTON WATER DEPARTMENT**

Canton City Utilities  
626 30<sup>th</sup> Street NW  
Canton, OH 44709  
330 649-8100

**CITY OF CANTON UTILITY BILLING AUTOMATIC PAYMENT PLAN**

1. Complete form below and enclose a **VOIDED CHECK** from your active checking account.
2. It will take 45 to 90 days for the auto pay plan to be activated. Continue to pay your utility bills until you receive a bill that states "DO NOT PAY" above the bill amount. The transfer of funds for the water bill will take place **on or about** the bill due date.
3. The space provided below for "Maximum Bank Draft Amount" is a safety measure for your account. For example, if your water bill averages \$75 each billing cycle, you may want to make your maximum allowed draft \$120. This ensures that no amount more than \$120 can be drawn from the account, yet allows for payment during periods of increased usage. Setting the maximum amount too low may result in an unpaid bill (if your maximum amount is \$60 and the bill is \$65, the bank will not pay the draft).

Water Account No. (One account per form) \_\_\_\_\_

Account Name \_\_\_\_\_

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

Daytime phone number \_\_\_\_\_

Financial Institution \_\_\_\_\_

Maximum Draft Amount \_\_\_\_\_

Type of Account: Checking - **Must enclose voided check** Savings - Acct No: \_\_\_\_\_

Please sign your name as listed on your account. If account is joint, both people must sign form.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* The Savings Account Number or Voided Check from Active Account **MUST** Be Included\*\*

Return Completed form to:  
**Canton City Utilities**  
**626 30<sup>th</sup> ST NW**  
**CANTON OH 44709**