

**Village of Monroeville**

**21 N Main St. ~ P.O. Box 156**

**Monroeville, Ohio 44847**

 **Ph: 419-465-4443 ~ Fax: 419-465-2259**

 **Email:** **adminoffice@monroevilleohio.com**

 **Tax Email:** **incometax@monroevilleohio.com**

 **Website:** [**http://www.monroevilleohio.com**](http://www.monroevilleohio.com)

**MONROEVILLE UTILITIES**

**AUTOMATIC PAYMENT DEDUCTION**

The Village of Monroeville offers automatic bank deduction of your monthly utility bill from a checking or a savings account. This payment option provides the convenience of paying your bill on time, every time. In order to participate, you will need to complete our Utility Payment Automatic Transfer Authorization Form (attached). Once you complete and turn in the form, the amount of your Monroeville utilities invoice will be deducted from your chosen account each month on the due date. Utility payments are due by the 10th of every month.

You will continue to receive a utility bill each month indicating the amounts of the water, sewer, electric and other charges that are due. Once you have been activated for the automatic payment plan, a message will be stamped on your bill indicating “AUTOMATIC PAYMENT PLAN.” **Continue to pay your utility bill each month until you see this message on your bill.** Once the message is on your bill, your payment will be automatically deducted from your chosen bank account.

It usually takes 1-2 billing cycles for enrollment to take effect. Sign up today and start enjoying the convenience of automatic deduction! If you have any questions, please contact the Administrative Office.

**~Important information to remember~**

* **Utility payments are due on the 10th of each month. If the 10th falls on a Saturday, the withdrawal date will be on Friday, the 9th. If the 10th falls on Sunday, the withdrawal date will be on Monday, the 11th. If the 10th is on a Monday that is a holiday, the withdrawal will be on Tuesday, the 11th.**
* **Please continue to make payment until your utility bill has the AUTOMATIC PAYMENT PLAN stamp.**
* **We aren’t able to debit Money Market or Investment Accounts.**
* **We will try to debit your bank account once. If there are insufficient funds, a non-sufficient funds (NSF) fee will be added to your utility account and you will be responsible for making payment to the Administrative Office. Automatic payment will resume when your account is current. If a utility account is NSF more than twice, it will be removed from the auto-payment plan.**
* **This authorization will continue in effect until the utility customer notifies the Administrative Office in writing, at least 10 days prior to the next billing.**
* **PLEASE ALLOW FOR ONE TO TWO BILLING CYCLES FOR AUTOMATIC PAYMENTS TO BE ACTIVATED**

**Authorization forms and/or requests to terminate Automatic Deduction can be mailed to the Village of Monroeville P.O. Box 156 Monroeville OH 44847 or placed in the drop box at the Administrative Office 21 N Main St. Monroeville OH 44847.**