

**BARNESVILLE WATER DEPARTMENT
126 EAST CHURCH STREET
BARNESVILLE, OH 43713
(740) 425-3672
(740) 425-3673 FAX**

Payment methods

Barnesville Water Department offers several methods of payment to its customers. Besides mailing the payment or visiting the water Department, the Village offers a convenient method of Automatic Payments through ACH processing. Banks call it an ACH transaction which stands for Automatic Clearing House. What does this mean?

It means no matter what bank has your account; you can have your monthly utility bill automatically deducted without having to write a check.

The process is simple. An application, which is available in the Water Office or on the Village website, must be completed, signed and returned in order for it to begin.

The application will ask for water information such as your account number, which can be found on the monthly water bill. The service address will be the same as your address if you are currently residing in the home. Many people are out of town for much of the year, which requires a different address for mailing purposes.

The other side of the application asks for bank information. Most of this information can be found on the bottom of your check if it is a checking account you wish to use. The routing number (or ABA number) is the 9-digit number that identifies the bank. It is usually located at the bottom left hand corner of the check. The account number is usually the next group of numbers. This number identifies the account as yours.

It is imperative that these two numbers be correct in order for the ACH transaction to transmit through the Federal Reserve System. Therefore, it is suggested that a deposit slip from the account be attached to application. The deposit slip will have the required numbers for verification.

A monthly bill will still be mailed indicating the amount of the bill. Automatic payments are deducted on the due date of the bill. Therefore, the customer has time to contact the office with any concerns prior to payment. We remind customers to write the bill in their check registry and subtract the total. The rest is up to us.

Contacting the water office in writing expressing your request can discontinue automatic payment. It can also be discontinued at the discretion of the water office if a payment is returned for nonsufficient funds or a closed account.

Automatic payment is simple and convenient. We are happy to service our customers in this way. We strive to improve our service and welcome any comments, suggestions, or question.

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APPLICATION FOR DIRECT PAYMENT

Utility Information:

Bank Information:

Account Number: _____

Bank Name: _____

Name: _____

Address: _____

Address: _____

Bank Phone Number: _____

City: _____

Routing Number: _____

State & Zip: _____

Account Number: _____

Daytime Phone: _____

Please Circle: Checking Savings

Service Address _____ If different from residence

Customer Agreement:

I, _____, hereby authorize Barnesville Water Office to automatically deduct my monthly water bill for the above service address electronically from the above bank account. If possible, I have submitted a deposit slip from the account to assure correct bank information. It is my responsibility to notify the water office at (740) 425-3672 should I wish to discontinue this service. ACH payment will be discontinued upon notice of any nonsufficient funds.

Signature: _____

Date: _____