

**OTTAWA COUNTY
SANITARY ENGINEERING DEPARTMENT**

315 Madison Street, Room 105
Ottawa County Courthouse
Port Clinton, Ohio 43452

James K. Frey, P.E., P.S.

www.co.ottawa.oh.us/sanitaryengineer
Telephone: (419) 734-6725
Fax: (419) 734-6858

**AUTHORIZATION FOR AUTOMATED UTILITY BILL PAYMENT
PLEASE PRINT, COMPLETE, SIGN & RETURN**

Name

OCSE Account Number

Home Phone

Cell Phone

Service Address

Required Banking Information:

Financial Institution Name

Branch & Phone Number

Bank Routing Number

Bank Account Number

What type of bank account is this? (Circle one) Checking Savings

If this is a checking account, please include a voided check.

If this is a savings account, please include a deposit slip.

**Note: Any and all transactions returned for nonpayment shall be assessed a \$30.00 charge by
Ottawa County Sanitary Engineering.**

I authorize the Ottawa County Sanitary Engineering Department to instruct my banking/savings institution to make my utility payments from the account listed above. I understand that I control my payments, and if at any time I decide to discontinue this payment service, I will notify, in writing, the Ottawa County Sanitary Engineering Department.

Please continue to pay until notification is shown on your utility bill. Please allow 6 to 8 weeks.

Signature

Date Signed