

Village of Jackson Center Utility Direct Pay Program

122 E Pike Street, PO Box 819
Jackson Center, Ohio 45334
(937) 596-6314
www.jacksoncenter.com

The Village of Jackson Center is pleased to offer you a new way to pay your monthly utility bill that saves you both time and money. No need to stand in line to pay, to write checks or make a trip to our office! With the Direct Pay program, you can now pay your utility bill each month by automatic deduction from your bank account.

Free!

When you sign up for the Village of Jackson Center Direct Pay, your utility bill is automatically paid directly from your bank account. With Direct Pay, your bill is paid on time. It is free, fast and easy.

Convenient!

To begin enjoying this convenience is as easy as 1-2-3!

1. Complete and sign the enrollment form.
2. Attach a voided check (for checking accounts) or a deposit slip (for savings accounts) corresponding to the account that you would like debited each month.
3. Return the Utility Direct Payment Authorization Form and a voided check (for checking accounts) or a deposit slip (for savings accounts) to:
Village of Jackson Center Utilities
122 E Pike Street
PO Box 819
Jackson Center, Ohio 45334

Continue to pay your monthly bill as you normally would until you see the words "Direct Pay" printed on your bill. The deduction should begin with the next bill calculation which is on the 25th of the month.

Automatic!

You will continue to receive a monthly bill. The Village will send your monthly bill as always showing the usual billing information, as well as the amount of the payment that will be automatically deducted from your bank account on the payment due date (15th of the month or next business day).

You will have time to review your bill and ask questions before the amount owed is deducted from your account. If you dispute any charges on your utility bill, you must call the Village of Jackson Center Utility Clerk at least one (1) week in advance of your due date to prevent being charged the full amount.

Who is eligible to take part in in the Direct Pay Program?

Direct Pay is open to all residential and business customers. Your village utility account must have no past due amounts on the account and include a history of no more than one returned check within the last 12-month period.

How much does it cost?

Participation in Direct Pay is free!

What happens in the event of a rejected payment?

Payments may be rejected by your financial institution because of insufficient funds, closed/unauthorized accounts or other reasons. Check with your financial institution for any fee it may impose. If your payment is rejected, the Village will charge a \$30.00 processing fee. This is the same fee charged for a returned check. The Village reserves the right to notify and terminate your participation in the Direct Pay Program if your payment is rejected at least once within a consecutive 12-month period.

What if I want to cancel the direct payment authorization?

You may cancel your participation at any time. Simply notify us in writing regarding the cancellation. You may cancel your enrollment in Direct Pay by sending a written request to cancel to:
Village of Jackson Center Utilities
122 E Pike Street
PO Box 819
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Please allow one month to process your request to end participation in the program.

If I don't sign up right now, will I be able to enroll later?

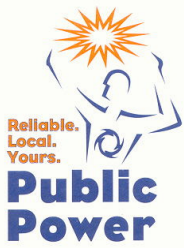
Yes, you can download your own form from the Village website at www.jacksoncenter.com or call us at 937-596-6314 and request a Utility Direct Payment Authorization Form be mailed to you.

What if I change banks, accounts or I move?

It is critical that you immediately notify the Village regarding any changes (bank account information, address, etc.). You can download your own form from the village website at www.jacksoncenter.com or call us at 937-596-6314 and request a new Utility Direct Payment Authorization Form be mailed to you. Simply complete and return this new authorization form and include a voided check (for checking accounts) or a deposit slip (for savings accounts).

Inaccurate information may result in payments being refused by your financial institution. The Village cannot be responsible for losses, including late penalties applied to your account, which result from inaccurate information or failure to provide timely notification of changes.

If you move, a new Utility Direct Payment Authorization Form is required due to a change in utility accounts.



Village of Jackson Center Utility Direct Payment Authorization Form

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The direct pay program allows you to pay your utility bill each month without having to write a check or make a trip to our office! It is easy, convenient and automatic! All you need to qualify is a banking account, and a utility account in good standing (no past due balance). All you need to do is authorize your financial institution to withdraw the amount you owe on your monthly bill from your account and pay us. You will still receive a monthly statement itemizing your bill in plenty of time in case you have any questions. Direct Pay will give you one less thing to worry about.

Customer Name

Utility Bill Account Number

Service Address

City, State Zip

Mailing Address (if different than above)

City, State Zip

Daytime Phone

Home Phone

Name of Financial Institution

City/State of Financial Institution

Bank Routing Number

(First 9 digit numbers on left at bottom of check)

Bank Account Number

I hereby authorize the Village of Jackson Center to initiate a charge from my bank account at the financial institution named. This authority shall remain in effect until the Village has been notified by me in writing to cancel such authorization and to afford the Financial Institution a reasonable opportunity to act on same. A voice mail or phone message is not sufficient to cancel a direct payment.

Should any payment not be honored by my financial institution when it is received by them, it is understood that the payment is to be made by me in the amount of said payment plus a service charge and I will replace the automatic payment with cash or money order.

It is also understood by me that if payment from my bank is not honored, the Village reserves the right to notify me of non-payment and possible termination of this agreement. I also understand that if there is insufficient funds to cover my utility payment, my utility account will be assessed a late fee and my utility service may be disconnected for non-payment.

Name(s) on Account

Authorized Signature and Date

Staple a voided check
(for checking accounts)
or a deposit slip (for
savings accounts) here