



City of Portland
321 North Meridian Street
Portland, Indiana 47371
260-726-9395

The City of Portland offers Auto-Pay. You can have your utility automatically deducted from your checking or savings account. Generally, this service is free of charge. Contact your financial institution for their policy. The account can be at almost any financial institution in Indiana or the nation.

- ◇ The only requirement for eligibility is that you must have a bank account.
- ◇ You will receive a bill each month (so you know the amount being deducted); your electronic transfer will be made.
- ◇ To sign up:
 1. Fill out the form below
 2. Send this entire form back **with a voided check.**

The City of Portland’s bank will review all information and Auto-Pay will be activated following billing.

AUTHORIZATION TO PAY WATER AND / OR SEWER BILL

Name: _____ Account # from bill _____

Telephone: _____

Address: _____

City/State/Zip: _____

Auto Deduct from: _____ Checking _____ Savings

I, authorize The City of Portland to initiate monthly deductions, beginning next month and continuing each month thereafter, for payment of my water/sewer bill.

In the event of any debt being rejected or returned for insufficient funds or other reasons, I understand and agree that, in addition to any late fees due on my account I shall be billed for and agree to pay the City any bank fees incurred as a result of such rejection. If this occurs, water service will be disconnected immediately. The current reconnect fee and NSF fee would be applicable plus the current bill would be due before service could be restored. You would no longer be eligible for the direct debit program and would need to pay your water and sewer bill the conventional way.

Ach debits are done on the 9th day of the month. If the 9th is on a weekend it is done on the Friday before.

Date: _____ Signature: _____