

To Our Valued Water Customers

For the ultimate in convenience and efficiency, please consider signing up for the **Direct Withdrawal Bank Plan** offered by the Village of Archbold. Also you can sign up to receive your water bill by email.

Why use the Bank Plan?

- You are in control – a copy of the bill for the month is still sent to you either by US Mail or by email if you so desire. The payment transaction shows up on your monthly bank statement.
- You save money – there is usually no bank charge for ACH transfer payments. The Village charges extra only in case of payments rejected for insufficient funds.
- We save trees – paper checks are eliminated.
- If you choose the emailed bill option the Village and you save on paper and postage. That's a win/win.
- Your payment will never be late so long as there are sufficient funds in the account. The transfer is done on the 10th of every month (except when it falls on weekends or holidays), and you avoid paying any costly 10% late fees. That is also a win/win.
- It costs nothing extra!

How it works:

1. You provide (for security reasons either in person or by US mail) the Village with a form that includes your account number, bank routing number, and signature. The printable form is available online and in the Utility Billing Office at 300 N. Defiance Street. The form can be mailed to Village of Archbold, PO Box 406, Archbold, OH 43502 or dropped off at the water billing office.
2. The start date will depend on when the Village receives the permission form. If we receive the form no later than the 25th of the month we will apply direct withdrawal to the bill that is issued on the following 1st of the same month. If the form is received after the 25th we will have to wait till the next month's bill is issued to begin direct withdrawal. The bill you receive will indicate "Bank Plan" if automatic withdrawal will pay the bill.
3. Every month after enrollment is complete you will receive an emailed or USPS mailed bill that will be sent on the 1st of the month.
4. You start saving time and money! On the 10th of each month the billed amount will be automatically withdrawn from the designated account.

The Village of Archbold strives to hold water billing costs to a minimum so we can pass the savings on to you, the customer. Please help us to save money, time, and trees by enrolling in the Direct Withdrawal Bank Plan today. Save even more time and money by checking the box to receive your bills by email.